

C.I.G. Administrative Instructions 30-1

CONFIDENTIAL

1 of 1

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

December 22, 1949

CIRCULAR NO. A-7  
Transmittal Memorandum No. 7

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Amendment to Standardized Government Travel Regulations --  
Travel Expense Act of 1949

This transmittal memorandum to Bureau of the Budget Circular No. A-7 Revised, dated July 6, 1948, notifies departments and establishments of the approval by the Director of the Bureau of the Budget of an amendment to Paragraph 45 of the Standardized Government Travel Regulations. This amendment revises the maximum per diem allowances in lieu of subsistence for travel in numerous foreign areas effective December 21, 1949.

The maximum rates are as shown in Appendix I attached.

FRANK PACE, JR.  
Director

Attachment

12/29/49

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>	<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Afghanistan	\$ 8.00	Gold Coast	\$ 6.00
Alaska	11.00	Great Britain and North Ireland, except London	8.00
Albania	10.00	Greenland	6.00
Algeria	11.00	Haiti	11.00
Andorra	10.00	Hawaii	11.00
Anglo-Egyptian Sudan	10.00	Hong Kong	10.00
Angola	8.00	Hungary	10.00
Argentina	8.00	Iceland	10.00
Australia	6.00	Indonesia	10.00
Austria	8.00	Iran	12.00
Bahamas	12.00	Iraq	10.00
Basutoland	6.00	Ireland	8.00
Bechuanaland	6.00	Israel	13.00
Belgian Congo	10.00	Italy, except Rome	10.00
Belgium	12.00	Japan	6.00
Bermuda	12.00	Jordan	11.00
Brazil	12.00	Kenya	6.00
British Honduras	6.00	Korea	6.00
British Guiana	6.00	Latvia	22.00
British Somaliland	6.00	Lebanon	12.00
British West Indies	6.00	Liberia	11.00
Bulgaria	14.00	Libya	6.00
Burma	10.00	Liechtenstein	12.00
Canada	10.00	Lithuania	22.00
Ceylon	8.00	London, England	10.00
Chile	8.00	Madagascar	8.00
Colombia	10.00	Malaya, Federation of	10.00
Costa Rica	10.00	Malta and Gozo	10.00
Cuba	15.00	Mexico	8.00
Cyprus	8.00	Mozambique	10.00
Czechoslovakia	15.00	Netherlands West Indies	13.00
Denmark	10.00	Newfoundland	10.00
Dominican Republic	15.00	New Zealand	6.00
Ecuador	10.00	Nigeria	6.00
Egypt	10.00	Norway	10.00
Estonia	22.00	Nyasaland	6.00
Fiji Islands	6.00	Pakistan	12.00
France, except Paris	10.00	Palestine	13.00
French Guiana	8.00	Panama	11.00
French Indo-China	13.00	Paraguay	7.00
French West Africa	11.00	Paris, France	14.00
French West Indies	8.00	Peru	8.00
Gambia	6.00	Philippines, Republic of	15.00
Germany	8.00	Poland	16.00
Gibraltar	7.00		

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>	<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Portugal, except Azores and Madeira Islands	\$11.00	Sweden	\$10.00
Azores and Madeira Is.	7.00	Switzerland	12.00
Puerto Rico	11.00	Tanganyika	6.00
Rhodesia, Northern	6.00	Thailand	10.00
Rhodesia, Southern	6.00	Tunisia	11.00
Rome, Italy	14.00	Turkey	14.00
Rumania	16.00	Uganda	6.00
Sierra Leone	6.00	Union of South Africa	6.00
Singapore	10.00	Union of Soviet Socialist	
Southwest Africa	6.00	Republics	22.00
Spain except Canary Islands	10.00	Uruguay	12.00
Canary Islands	6.00	Vatican City	14.00
Surinam	8.00	Venezuela	22.00
Swaziland	6.00	Virgin Islands	11.00
		Yugoslavia	18.00
		Other localities	9.00

**CONFIDENTIAL****Office Memorandum • UNITED STATES GOVERNMENT**

**TO :** Management Officer  
**FROM :** Budget Officer  
**SUBJECT:** Revision of Administrative Instruction [ ]

DATE: 19 December 1949

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1. The attached draft of the proposed revision of Administrative Instruction [ ] forwarded by your office on 13 December 1949 is substantially in accord with the views of this office. It is believed that at the time this Instruction is issued simultaneous action should be taken to either rescind Notice [ ] or amend it so that it would not prohibit the use of any provisions of Public Law 110.

2. It is noted that in some cases form numbers referred to in the proposed Instruction are identified by applicable Agency numbers. It is suggested that for uniformity and consistency all forms referred to be so identified or that such identification be completely eliminated.

3. It is suggested that paragraph "i" on page 5 be eliminated since this is a Delegation of Authority which should be included in existing Delegations signed by the Director or the Executive. If it is determined that this paragraph should remain in the Instruction, it is recommended that it be reworded to read substantially as follows:

"The Executive and his Deputy, or the Chief, Administrative Staff, under their general supervision, are authorized to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel".

Paragraph "i", as now worded, would by implication restrict such authority to the Chief, Administrative Staff. In some instances he would not be available to approve the applicable travel accounts.

4. Under sub-section 2 (b) on page 5 of the proposed Instruction, it is desired to effect a change in paragraphs (2) and (3) to require prior determination with respect to "transfer, temporary lodging, and separation allowances". This would necessitate the elimination of the words "temporary lodging" from paragraph (2). This change is necessitated by the fact that until the proposed Executive Order concerning allowances applicable to personnel of this Agency is signed by the President, there will continue to exist a question as to the propriety of making payments for temporary lodging allowances for personnel on vouchered funds. The General Counsel is familiar with this situation and you may desire to discuss it with him in further detail.

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5. It appears that the last sentence in paragraph (b)(3) on page 5 was inadvertently omitted when the attached revision was compiled from the draft of 10 November 1949. If this sentence is to be omitted, it is suggested that the words "and recommendations" be inserted immediately after the word "information" in the first sentence of paragraph (b)(3).

6. The following sentence should be inserted as the second sentence on page 9 of the attached draft:

"Expenses will be allowed to and from the nearest suitable hospital or clinic".

25X1

7. In view of the probable difficulties in administering the regulations covered by Administrative Instruction [redacted] as revised, and to assure clarity, it is recommended that there be added as a final section 5 the following:

"Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction."

8. With respect to the attachment to the proposed Instruction, it is believed that a slight rewording is advisable, particularly in view of the fact that many exceptions have been heretofore approved by the Director and since Confidential Fund Regulations are already in existence and do not in all cases provide for the same benefits as this Instruction. It is suggested that the attachment be worded substantially as follows:

"Administrative Instruction [redacted] dated \_\_\_\_\_ will apply to travel, allowances and related expenses paid from confidential funds except as specifically approved otherwise by the Director or his designee".

9. Should you have any question with respect to any of the recommendations set forth above, it will be appreciated if you will discuss them in further detail with this office. In view of additional items which have come to the attention of pertinent officials subsequent to the last draft of the Instruction, it may be advisable to hold a meeting of interested officials including a representative of the Finance Division, SSS, and the Legal Staff.

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E. R. SAUNDERS

Attachment

**CONFIDENTIAL**

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1	Act. Ch J.S.S 13012	
2		
3		
4		
5		
FROM	INITIALS	DATE
1	JAS	16 Dec
2		
3		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: Suggested attachment be recorded to read: This directive will apply to travel to be performed under provisions of Confidential Funds Regulations only to the extent that it is not in conflict with these regulations: (over)

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

if this is not done the  
legislation would as thought it  
applies to covert travel  
in which case most of it  
should be rewritten.

28

**RESTRICTED**Executive  
0-6303

Director of Central Intelligence

12 September 1949

Executive

Shipment of "after acquired" household goods

STATSPEC

STATINTL

References: a. Memo from AD/00, subj: Shipment of Household Goods to [redacted]  
 Employee, [redacted] dtd 30 August (ER 0-203)  
 b. Memo from General Counsel re above subject dtd 8 Sept. 1949

FOIAB5

[redacted]

2. Section 10.4 of the Confidential Funds Regulations authorizes the Executive to approve shipments of household goods to foreign stations under the Foreign Service Regulations. The Department of State has interpreted the Foreign Service Act of 1946 to authorize "after acquired" property shipments when the total weight allowance is not exceeded. We have on occasion permitted shipments on a similar basis to our covert employees abroad.

FOIAB5

STATSPEC

12 Sept. 1949

4. It is recommended that the Director approve:

Approved.

/s/R.H. Hillenkoetter

12 Sept. 1949

Approved.

/s/R.H. Hillenkoetter

DCI

a. The principle of including in our regulations an authorization for shipment abroad of "after acquired" property in those cases where the total authorized weight allowance for shipment is not thereby exceeded.

b. The shipment at government expense of a refrigerator to [redacted] as requested in Reference "a".

STATINTL

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Orig. to Budget O. (w/basic file)

Copies to: Management O.  
 General Counsel  
 Services Officer  
 AD/00

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~~DRAFT~~ 21 Nov 49RESTRICTED

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

DATE \_\_\_\_\_

STATINTL

SUBJECT : Travel, Allowances, and Related Expenses

STATINTL

RESCSSIONS: a. Administrative Instruction [redacted], dated 26 December 1948,  
subject: Overseas Allowances.

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b. Administrative Instruction [redacted] dated 7 June 1949,  
subject: Travel.

STATINTL

c. Administrative Instruction [redacted], dated 1 July 1949,  
subject: Travel Allowances (Interim Instructions).

STATINTL

d. Administrative Instruction [redacted], dated 26 October 1949,  
subject: Travel Allowances.

## 1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and the Foreign Service Regulations, and as except as otherwise specified in this instruction.

## b. Issuance of Travel Orders

(1.) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2.) Chiefs of Mission outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

## c. Requests for Travel Orders

(1.) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Mission, shall be prepared in triplicate.

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The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

- (a.) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.
- (b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.
- (c) Executive in case of Staff Chiefs and Assistant Directors [all ~~where~~ overseas travel is involved] except temporary duty travel entirely within the theater of a Chief of Mission, [and where specifically provided in other Agency regulations.]
- (2.) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3.) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

## d. Responsibilities of the Transportation Branch, Services Division.

(1.) Provide travel arrangement service. (Travelers reporting to foreign points will contact personally [wherever possible] the Branch at least 6 weeks before the planned date of departure to facilitate the arrangements.)

(2.) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

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(3.) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization (where required), passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

## e. Armed Services Personnel

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

## f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1.) A complete physical examination and required immunization are necessary within 90 days <sup>of</sup> prior to departure.

(2.) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

(3.) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(4.) Physical examinations and immunizations shall be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 37-72) to the Medical Division (whenever possible), not less than 60 days prior to estimated date of departure.

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21 Nov 49

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## e. Travel Accounts

Travel Vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## h. Per Diem and Mileage

(1.) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2.) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

JAN DEC 12 6W 2 42	First 60 days - \$9.00
	Second 60 days - 6.00
	Third 60 days - 3.00

SUPPLY OFFICE  
Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

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## (3.) Per diem incident to travel abroad and return therefrom, payable

to the employee and his immediate family, shall be in accordance with

1. **Emergency Travel** *and* **Temporary Lodging** *and* **Travel**

Under the supervision of the Executive and his Deputy the authority to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel may be approved by the Chief, Administrative Staff.

## D. Quarters and Post Allowances

(1.) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2.) Chiefs of Mission are authorized to grant U. S. Citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by *(them)*, subject to recognized review practices by the Fiscal Division. Application for Allowances (Form No. 34-32) will be submitted in duplicate by the employee to his Chief of Mission.

(3.) Prior determination with respect to transfer and separation allowances will be made by the Fiscal Division on the basis of detailed information submitted by the Chiefs of Mission *and their recommendations*. Chiefs of Mission may grant transfer and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in "b" above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

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~~21 Nov 49~~RESTRICTED

(4.) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances (Form 34-33). The original and 2 signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5.) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this instruction.

(6.) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances

(1.) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with Regulations issued by the Department of State and the Civil Service Commission.

(2.) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions (Form No. 37-5). (Form 5c)

(3.) To be eligible for Foreign and territorial post differentials an employee must be a citizen or national of the United States.

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~~RESTRICTED~~**3. Special Authorities.**

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expense incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant or, upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to

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a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

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g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance

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recaret)*

or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished

2 [ ] to the Fiscal Division in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, providing that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expense, including transportation of household immediate goods and personal effects, of new appointees and their families from places of actual residence (in foreign countries at time of appointment to places of employment) or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than 2 years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expense of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to

BUDGET OFFICE

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RESTRICTED

issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty.

4. Local Personnel.

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

DISTRIBUTION: A

~~Attachment (Special Distribution)~~

CONCURRENCES:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

10/10 DEC 12 6W 2 42  
\_\_\_\_\_  
Date

BUDGET OFFICE  
\_\_\_\_\_  
Date

DRAFT-December 8, 1949-

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ATTACHMENT TO A.I. [redacted] dated [redacted]

Administrative Instruction [redacted], dated December [redacted] 1949,

will apply to travel performed under Confidential Funds <sup>activities</sup> orders, except when specifically approved otherwise.

RHH

DISTRIBUTION: A.

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NOTE: This Attachment will not be used with copies of Administrative Instruction [redacted] distributed outside the Washington Office.

1000 DEC 12 6W 3 42

BUDGET OFFICE

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Management Officer		
2	150 South		
3			
4			
5			
FROM		INITIALS	DATE
1	[Redacted]	CP	11/30/90
2			
3			

APPROVAL       INFORMATION       SIGNATURE  
 ACTION       DIRECT REPLY       RETURN  
 COMMENT       PREPARATION OF REPLY       DISPATCH  
 CONCURRENCE       RECOMMENDATION       FILE

REMARKS: Doug.  
This looks complete  
except for case closure.  
List post is TDY - I see no  
objection to including initial  
TDY for home leave purposes. Maff.

SECRET   CONFIDENTIAL   RESTRICTED   UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

DATE: 30 November 1949

FROM : Legal Staff

SUBJECT: Redrafting of Administrative Instruction [redacted]

STATINTL

1. Your memorandum of 18 November 1949 requested an opinion on two questions which will be answered in order. The answers are based on current practices of the State Department.

- (a) From what date are foreign allowances payable?

Temporary lodging allowances are payable from the time of arrival on station. (It should be noted that temporary lodging allowance and per diem are not payable at the same time.) Transfer allowance is payable upon arrival at the post; quarters allowance is payable when permanent quarters are obtained; and post allowance is payable from the time of arrival on the post.

- (b) What date is considered the date from which service abroad is computed for purposes of home leave?

This is the date of arrival abroad on post.

2. No specific question was raised in regard to the point, but we think it may be well to mention medical services. The Foreign Service authorizes payment for medical services for any disability incurred outside the United States which is sufficiently serious to require hospitalization. There is no clear line defining what is "outside the United States", and recognition of the claim depends upon the facts. However, State recently accepted a claim when the disability in question was appendicitis and the attack occurred on a plane which was docking in the United States from an overseas flight. There is little doubt that they would recognize a claim for any disability occurring on a carrier after it was in motion on route to a foreign country. Borderline cases would most probably be those where the ship had not yet sailed and the plane had not yet taken off.

STATINTL

not included in A.I. since CIA follows  
State Department anyway RR 12-2 11/11

**RESTRICTED****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

DATE: 7 November 1949

FROM : Budget Officer

SUBJECT: Draft of Administrative Instruction Covering Travel, Allowances,  
and Related Expenses

1. A review has been made of your draft of 26 October 1949 which was forwarded for concurrence. Your draft has been carefully reviewed and compared with the draft which was transmitted under cover of this office's memorandum dated 11 August 1949. There are a considerable number of items which we feel should be changed and additions which should be made in order that the Instruction will provide adequate coverage of the subject material and will be a proper working document for administrative officials of the Agency who will be concerned with the applicable procedures and regulations in connection with day to day activities.

2. This office is not in a position to concur in the attached draft until substantial revision has been made to more nearly provide terminology consistent with that contained in Public Law 110 and to insure that technical or financial interpretations and applications will be as nearly as possible those contemplated and intended. In a number of cases a change in terminology from that contained in the draft submitted by this office under date of 11 August 1949 has materially changed the content and/or meaning and since a relatively large number of individuals throughout the Agency will be concerned with the use of this Administrative Instruction in the performance of their regular work, it is considered best to use format and terminology which can be based on existing law and regulations, particularly until such time as experience under this Administrative Instruction and Public Law 110 gives us a sound basis for making deviations from legal terminology or that normally used by the administrative employees involved.

3. It is our understanding that the Transportation Branch, Services Division, is desirous of having all signatures of approving officials shown on Requests for Travel at the time their copy is received in order to avoid possibilities of individuals being processed without appropriate approval. It is therefore suggested that the necessary changes be made to provide for such approvals on the Transportation Branch's copy of the Request for Travel. In accordance with previous recommendations it is believed advisable to eliminate reference to the form numbers since any changes in numbers would necessitate a revision of the Instruction. There is currently in process a review of the Application for Allowances Form and it is possible that new form numbers will be involved. It is also noted that by a division of the overseas and domestic travel provisions, some duplication occurs in connection with the internal administrative requirements.

*OK 12/7  
?  
Same  
Travel  
your draft*

*W/11/49*

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**RESTRICTED**

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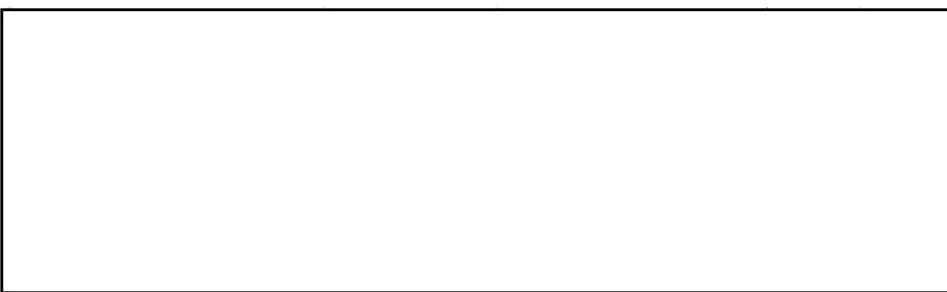
STATINTL

4. Pertinent information pertaining to travel and the matter concerning "home leave" have been omitted. On page 5 of our original draft basic information and instructions were included substantially as contained in Public Law 110. The one sentence at the top of page 6 of your proposed instruction appears inadequate and certain of the information pertaining to "home leave" is directly pertinent to travel instruction rather than being an item for inclusion in Administrative [redacted] which pertains to time, leave and pay regulations. In this regard it is believed advisable to follow as closely as possible the terminology in Public Law 110 thus avoiding inconsistency, possible misinterpretation, and confusion.

STATINTL

5. Paragraph 6 in your draft which concerns itself with "Armed Services Personnel" would appear to logically follow the paragraphs concerning travel procedures and regulations in order to facilitate the use of the document by administrative officials concerned with Armed Services Personnel as well as civilian personnel travel. In this connection an arrangement similar to that set forth in Administrative [redacted] dated 7 June 1949, would appear to be preferable.

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7. Among other items upon which we desire to comment are the following:

a. Attention is directed to the fact that on page 1 reference has been omitted with respect to "dependents and transportation of household goods and personal effects". (Refer to paragraph 1 (a) of our original draft).

b. On page 3 under paragraph 3a. (2)(a) it is noted that the executive is required to approve all temporary travel overseas with the exception of that entirely within the area of a Chief of Mission. It is understood that the Executive has heretofore objected to having frequent requests which cover normal travel submitted to him for approval and it is believed advisable to direct his attention to the additional travel requests which will be required to be submitted to him if this terminology is allowed to stand. Also under sub-paragraph (2)(b) relative to

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the approval of the Executive for travel for hospitalization there should be a requirement with respect to the submission of detailed information and supporting data. In this connection reference is made to page 7 of the draft submitted with our memorandum of 11 August 1949.

c. Reference is made to sub-paragraphs (1)(a) and (1)(b) of Item h. of page 5. Since the subject matter of the two paragraphs pertain to "subsequently acquired" dependents and household goods and personal effects, it would appear to be advisable to combine (a) and (b) into one paragraph.

d. On page 7 it is suggested that under sub-paragraph (b) at the top of the page the word "subsequently" be inserted immediately prior to the word "authorized" in order that it will be clear that an agreement must be signed even though an Assistant Director or Staff Chief may subsequently authorize the sale of a privately owned automobile.

FOIA#835

f. Under paragraph 4 (a) on page 8 it is recommended that the word "guide" be changed to "basis". Attention is directed to the fact that under sub-paragraph (2) on page 8 there is no provision for the submission for the Application for Allowances in "duplicate" nor any information as to the nature of the details to be submitted, and further, that the Chief of Mission does not make the request for the allowance. Such request is made by the employee.

g. On page 10 under paragraph 5 it is recommended that the terminology in the second line of the first sentence be changed to read as follows: "receive compensation and other benefits as dictated by local custom". Please refer to sub-paragraph (d) on page 4 of the draft. It is believed that the second sentence should read to show that the Request for Medical Examination is issued "for" rather than "to" the employee.

h. On page 10 it is noted that there has been omitted under paragraph 7 immediately following the word "regulations" the phrase "or specific approvals or exceptions granted by the Director". Difficulties and inconsistencies will develop if this terminology is eliminated.

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FOIAB5

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[redacted] In order to expedite  
the issuance of administrative Instruction [redacted] (Revised) it would  
appear advisable to have a meeting of interested officials to  
discuss the various points still at issue.

9. It will be appreciated if you will discuss any questions  
which may arise regarding this matter with [redacted]  
Deputy Budget Officer.

[redacted]  
E. R. SAUNDERS

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General Counsel

18 November 1949

STATINTL

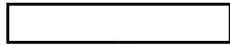
Management Officer  
Request for Opinion.

STATINTL

This office is in the process of re-drafting Administrative Instruction [redacted] pertaining to Travel and related allowances. The question as to when service abroad commences has arisen. It will be appreciated if you will furnish your opinion on the following questions:

- a. From what date are foreign allowances payable?
- b. What date is considered the date from which service abroad is computed for purposes of home leave?

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ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

DATE \_\_\_\_\_

SUBJECT : Travel, Allowances, and Related Expenses

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RESCSSIONS: a. Administrative Instruction [redacted] dated 26 December 1948,  
subject: Overseas Allowances.

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b. Administrative Instruction [redacted] dated 7 June 1949,  
subject: Travel.

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c. Administrative Instruction [redacted] dated 1 July 1949,  
subject: Travel Allowances (Interim Instructions).

STATINTL

d. Administrative Instruction [redacted] dated 26 October 1949,  
subject: Travel Allowances.

## 1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and the Foreign Service Regulations, <sup>and as</sup> except as otherwise specified in this instruction.

## b. Issuance of Travel Orders

(1.) Travel orders will be issued by the Fiscal Division except as otherwise stated. X

(2.) Chiefs of Mission outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

## c. Requests for Travel Orders

(1.) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Mission, shall be prepared in triplicate.

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The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a.) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in case of Staff Chiefs <sup>or</sup> and Assistant Directors.  
~~(d) Executive, Deputy Executive or Chief Administrative Staff when overseas travel is involved, except temporary duty travel, request includes overseas transportation of automobile, entirely within the theater of a Chief of Mission, and where specifically provided in other Agency regulations.~~

(d) ~~EX-DT in CIO Rpt 5/1 Pg 1-5~~

(2.) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3.) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1.) Provide travel arrangement service. ~~travelers reporting to~~  
~~MUST contact the Transportation Branch 6 weeks prior to departure.~~  
~~foreign points will contact personally wherever possible the Branch at least 6 weeks before the planned date of departure to facilitate the arrangements.~~

(2.) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

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(3.) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunisation [redacted] passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunisations in Connection with Foreign Travel.

(1.) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2.) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

(3.) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(4.) Physical examinations and immunizations <sup>should</sup> be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 3P-72) to the Medical Division [redacted], not less than 60 days prior to estimated date of departure.

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## 6. Travel Accounts

Travel Vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## h. Per Diem and Mileage

(1.) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2.) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days -	\$9.00
Second 60 days -	6.00
Third 60 days -	3.00

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

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(3.) ~~Per diem allowances~~  
 i. Emergency Travel

Under the supervision of the Executive and his Deputy the authority to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel may be approved by the Chief, Administrative Staff.

*To be handled by [illegible] for ex.*

~~xxm.~~ ~~Specified in this instruc-~~

b. Quarters and Post Allowances

(1.) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2.) Chiefs of Mission are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by <sup>them,</sup> him, subject to recognized review practices by the Fiscal Division. Application for Allowances

[redacted] will be submitted in duplicate by the employee to his Chief of Mission.

(3.) Prior determination with respect to transfer and separation allowances will be made by the Fiscal Division on the basis of detailed information submitted by the Chiefs of Mission and their recommendations. Chiefs of Mission may grant transfer and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

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(4.) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances [redacted]. The original and 2 signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5.) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this instruction.

(6.) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances

(1.) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(2.) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions [redacted]

(3.) To be eligible for Foreign and territorial post differentials an employee must be a citizen or national of the United States.

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~~RESTRICTED~~**3. Special Authorities**

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expense; incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency } unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant or, upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to

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a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance

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or misconduct) incurred while on assignment abroad, necessitates hospitalization  
expenses will be allowed to from the nearest suitable hospital or clinic  
in a locality where there does not exist a suitable hospital or clinic. If the  
employee is too ill to travel unattended, travel expense of an attendant may also  
be paid. Except in extreme emergency, approval for travel under this section must  
be secured in advance from the Executive. A complete report must be furnished  
to the Personnel Division in all cases.

h. Cost of preparing and transporting the remains of an employee or a member  
of his family, who may die while in a travel status or abroad, to his home or  
official station, or to such other place determined by the Chief, Personnel  
Division, to be the appropriate place of interment, provided that in no case  
shall the expense allowed be greater than the amount payable had the destination  
been the home or official station.

i. Travel and transportation expense<sup>s</sup>, including transportation of household  
immediate  
goods and personal effects, of new appointees and their/families from places of  
actual residence in foreign countries at time of appointment to places of employ-  
ment and return to their actual residences at time of appointment  
or a point not more distant. Such appointees must agree in writing to re-  
main with the United States Government for a period of not less than 2 years from  
the time of appointment. Violation of such agreement for personal convenience  
of an employee or because of separation for misconduct will bar return payments  
and, in the event of such violation within 12 months, if determined by the Chief,  
Personnel Division, to be in the best interests of the United States, any money  
expended on account of such travel and transportation shall be considered as a  
debt due by the individual concerned to the United States.

j. Travel and transportation expense<sup>s</sup> of dependents and household goods and  
personal effects (within established weight limitations) acquired subsequent to

*Privately**McNally would  
be available*

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issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty.

4. Local Personnel.

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. (Copy from Budget recommendations) R HII

DISTRIBUTION: A

Attachment (Special Distribution).

CONCURRENCES:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

100 DEC 10 00 10  
\_\_\_\_\_  
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RECEIVED ENCL 2000 DIVISION  
RECEIVED  
\_\_\_\_\_  
Date

25X1  
DRAFT-December 8, 1949-**CONFIDENTIAL**

25X1

ATTACHMENT TO A.I. [ ] dated \_\_\_\_\_

25X1

Administrative Instruction [ ] dated December \_\_\_\_\_ 1949,  
will apply to travel performed under Confidential Funds orders, except  
when specifically approved otherwise.

(copy from budget memorandum dated 12/1/49)

RHH

DISTRIBUTION: A.

25X1

NOTE: This Attachment will not be used with copies of Administrative  
Instruction [ ] distributed outside the Washington Office.

1949 DEC 12 08 18

RECEIVED EXECUTIVE COUNCILS BRANCH  
RECEIVED**CONFIDENTIAL**

**CONFIDENTIAL**

Management Officer

19 December 1949

Budget Officer

25X1

Revision of Administrative Instruction

25X1

25X1  
*NO!*  
use on first reference

1. The attached draft of the proposed revision of Administrative Instruction  forwarded by your office on 13 December 1949 is substantially in accord with the views of this office. It is believed that at the time this Instruction is issued simultaneous action should be taken to either rescind Notice  or amend it so that it would not prohibit the use of any provisions of Public Law 110.

2. It is noted that in some cases form numbers referred to in the proposed Instruction are identified by applicable Agency numbers. It is suggested that for uniformity and consistency all forms referred to be so identified or that such identification be completely eliminated.

3. It is suggested that paragraph "i" on page 5 be eliminated since this is a Delegation of Authority which should be included in existing Delegations signed by the Director or the Executive. If it is determined that this paragraph should remain in the Instruction, it is recommended that it be reworded to read substantially as follows:

"The Executive and his Deputy, or the Chief, Administrative Staff, under their general supervision, are authorized to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel".

Paragraph "i", as now worded, would by implication restrict such authority to the Chief, Administrative Staff. In some instances he would not be available to approve the applicable travel accounts.

4. Under sub-section 2 (b) on page 5 of the proposed Instruction, it is desired to effect a change in paragraphs (2) and (3) to require prior determination with respect to "transfer, temporary lodging, and separation allowances". This would necessitate the elimination of the words "temporary lodging" from paragraph (2). This change is necessitated by the fact that until the proposed Executive Order concerning allowances applicable to personnel of this Agency is signed by the President, there will continue to exist a question as to the propriety of making payments for temporary lodging allowances for personnel on vouchered funds. The General Counsel is familiar with this situation and you may desire to discuss it with him in further detail.

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*OK-change*

5. It appears that the last sentence in paragraph (b)(3) on page 5 was inadvertently omitted when the attached revision was compiled from the draft of 10 November 1949. If this sentence is to be omitted, it is suggested that the words "and recommendations" be inserted immediately after the word "information" in the first sentence of paragraph (b)(3).

*OK-add*

6. The following sentence should be inserted as the second sentence on page 9 of the attached draft:

"Expenses will be allowed to and from the nearest suitable hospital or clinic".

25X1



7. In view of the probable difficulties in administering the regulations covered by Administrative Instruction [ ] as revised, and to assure clarity, it is recommended that there be added as a final section 5 the following:

*[ ]*  
 "Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction."

*OK-change*

25X1



8. With respect to the attachment to the proposed Instruction, it is believed that a slight rewording is advisable, particularly in view of the fact that many exceptions have been heretofore approved by the Director and since Confidential Fund Regulations are already in existence and do not in all cases provide for the same benefits as this Instruction. It is suggested that the attachment be worded substantially as follows:

*[ ]*  
 "Administrative Instruction [ ] dated \_\_\_\_\_ will apply to travel, allowances and related expenses paid from confidential funds except as specifically approved otherwise by the Director or his designee".

9. Should you have any question with respect to any of the recommendations set forth above, it will be appreciated if you will discuss them in further detail with this office. In view of additional items which have come to the attention of pertinent officials subsequent to the last draft of the Instruction, it may be advisable to hold a meeting of interested officials including a representative of the Finance Division, SSS, and the Legal Staff.

E. R. SAUNDERS

Attachment

**CONFIDENTIAL**

**CONFIDENTIAL****MEMORANDUM**

21 December 1949

TO : Chief, S S S

FROM : Finance Division

25X1 SUBJECT: Administrative Instruction [ ]

25X1 1. The attached draft for the proposed revision of CIA Administrative Instruction [ ] presents numerous problems if it is applicable to travel paid with confidential funds. Although the Instruction itself does not state that it is applicable to confidential funds travel, the absence of an excluding clause indicates that the intent is to establish Agency-wide policies, procedures and regulations in a single Administrative Instruction.

25X1 2. The draft [ ] is a comprehensive document, setting forth Agency policy and regulations, delegations of authority and, further, setting forth the precise procedures as to forms to be used and the routing thereof. To the extent that different forms, delegations of authority and procedures are in current practice in OSO and OPC, the publication of this Administrative Instruction will lead to a great deal of confusion, even though provision is made for waiver of such portions as may be inconsistent with the current policies and procedures for confidential funds travel. If it is desired to set forth in an Administrative Instruction the universal policies and regulations of the CIA, it is recommended that two Administrative Instructions [ ] be issued. To the necessary and desirable extent, each could be modified to reflect the organizational structures of the overt and covert Administrative Support Staffs, and could reflect such other variances between vouchered and confidential funds travel as may be necessary and desirable.

25X1 3. To illustrate the extent to which the present [ ] is not suitable to the present policies and procedures, there is attached a very cursory listing of some of the major inconsistencies. In view of their extensive nature, it is recommended that current policies and procedures for confidential funds travel be amended to conform to those of the draft [ ] prior to the issuance of said Administrative Instruction, in order that the transition may be effected with a minimum amount of disorder. This recommendation is pertinent only if it is deemed necessary and desirable to establish procedural uniformity between the two types of travel.

25X1 4. If time permits, and if it is desired, we can make a much more thorough study of the problem than we have been able to do in this memorandum.

[ ]  
Acting Chief, Finance Division

Attachments

**CONFIDENTIAL**

**CONFIDENTIAL**

1. Fiscal Division referred to in error - Finance Division.
2. Requests for travel orders are not handled as stated in 1.b.(1.). The travel request is submitted by the Division, for whom the employee travels, to the Overseas Employees Division, and only the original copy is sent to the Finance Division. All foreign orders are written from this request which has been properly signed and approved prior to submission. Distribution of these orders is made as follows: Original and one copy - retained in Travel Unit; 1 copy to Division concerned; 1 copy to the Overseas Employees Division; 1 copy to overseas station; 1 copy to Unified Military Command (for Military personnel and civilians going to Military area); 1 copy to Communications (if Communications personnel); 1 copy to PSD (Cargo); and 1 copy to PSD (passengers).
3. Domestic Orders are not written from requests. Original and 2 copies of Form 33-28 are prepared by Division where travel originates, and all copies are sent to the Finance Division after they are properly signed by the initiating officer and approving officer. Upon receipt of order in the Finance Division, a number is assigned and sent to the Acting Chief, Finance Division, for approval and signature. After order has been signed, one copy is returned to the Division where order originated.
4. Blanket orders are written only on rare occasions.
5. Procedure for writing orders for Armed Services Personnel as stated in draft  is incorrect. Requests for travel on confidential funds of Military Personnel are not currently sent to the Naval Administrative Command or the Headquarters Detachment for issuance of orders. Orders for Military personnel traveling on unvouchedered funds are handled in the same manner as civilians traveling on unvouchedered funds.  
25X1
6. Travel accounts: Draft  states that vouchers for travel authorized by a Chief of an overseas post are submitted to the appropriate post official for processing. Currently, vouchers are to be submitted to Headquarters for computation, audit, and approval prior to payment, unless otherwise directed by Headquarters.
7. When Military personnel are traveling on unvouchedered funds, the itinerary is not given to Headquarters Detachment or Naval Administrative Command for preparation of the voucher. The account is submitted to the Finance Division without prior submission to Headquarters Detachment or the Naval Command.
8. Under "Special Authorities" - See "In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control." This appears to refer to accelerated home leave. The practical application of this provision seems unclear and probably incorrect.
9. The attached authorizes storage of effects, but in no case does it mention that storage charges and quarters allowance may not be paid concurrently.

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**CONFIDENTIAL**

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10. The delegations of authority, and the personal approvals required on travel requests do not conform to the organizational titles in OSO, OPS and the Special Support Staff or current procedures within those units.

**CONFIDENTIAL**

STANDARD FORM NO. 64  
Approved For Release 2006/11/06 : CIA-RDP81-00728R000100010039-0

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer  
FROM : Deputy Budget Officer  
SUBJECT: Proposed draft of Administrative Inst. [redacted]

DATE: 2 September 1949

STATINTL

STATINTL

1. The attached revision of the draft of Administrative Instruction [redacted] forwarded by this office on 11 August 1949 has been reviewed and it is desired to concur in the revision subject to the following comments or suggestions:

a. It is noted that in Paragraph 1a(3) that there has been inserted "Form 34-5)". Reference to the Form No. was intentionally omitted by this office at the time of preparation since it was not determined essential and in order to preclude the necessity of amending the Instruction in the event of a change in the Form No.

b. It is noted that a change has been made in subparagraph (5)(a) on page 2 in relation to similar instructions set forth under (5)(d) on page 3, i.e., in one instance it is indicated that physical examination should be taken 90 days prior to departure whereas in the other case, instructions state that requests for physical examinations will be forwarded not less than 60 days prior to date of departure.

c. In subparagraph (5)(b) on page 4, the following sentences have been eliminated: "The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office shall be deemed a certificate that the rates stipulated therein are not in excess of the amount normally required to meet the official travel expenses to the locations listed and under the circumstances involved".

*OK*  
*binchuk*

This office is of the opinion that a statement substantially similar to that indicated above should be included in the Administrative Instruction in order that administrative and operating officials would more fully realize their responsibilities and would be cognizant of the need for furnishing authorizing officials with adequate information when necessary since the authorizing officials are usually not in a position to make a determination, except on the basis of information reflected by the requesting and approving officials. The reasons for including a somewhat similar statement in Administrative Instruction [redacted] were substantially the same as those which now exist. The placing of such responsibilities will tend

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- 2 -

to eliminate some time-consuming reviews in the future and satisfy the requirements of the General Accounting Office.

d. Subsequent to the issuance of the original draft, there has come to the attention of this office the matter of providing authority where appropriate for employees to move at Government expense, dependents and personal effects acquired subsequent to the issuance of change in station orders. It is therefore desired that there be added on page 7 as subparagraph 1-c-(10) the following: "Travel and transportation expenses of dependents and their household goods and personal effects (within established weight limitations) acquired subsequent to issuance of change in station or home leave orders when properly authorized in an amendment to the original order; and travel or transportation commences within one year of the date of the original order".

*Yours?*

2. With the exception of the above matters, this office is of the opinion that the proposed Instruction is ready for issuance and has concurred subject to consideration of the items set forth herein.

STATINTEL

~~RESTRICTED~~

**RESTRICTED**

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NUMBER

26 December 1948

STATINTL

SUBJECT: Overseas Allowances

Revision: Administrative Instruction ,  
dated 25 October 1947

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction  dated 25 October 1947 is rescinded.

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of applicable regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

R. N. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A

**RESTRICTED**

~~REF ID: A6590~~

## ADMINISTRATIVE INSTRUCTION

December 1948

STATINTL

NUMBER 

SUBJECT: OVERSEAS ALLOWANCES

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction  dated 25 October 1947 is rescinded.
2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of <sup>afflicable</sup> regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.
3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

R. H. HILLENKOETTER  
 Rear Admiral, USN  
 Director of Central Intelligence

## CONCURRENCE:

STATINTL

  
Personnel Branch

STATINTL

  
Budget & Finance Branch

STATINTL

  
for General Counsel~~REF ID: A6591~~

## ADMINISTRATIVE INSTRUCTION

26  
December 1948

STATINTL

NUMBER 

SUBJECT: OVERSEAS ALLOWANCES

*Revised* —

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction  dated 25 October 1947 is rescinded.
2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of <sup>affordable</sup> regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.
3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

R. H. HILLENKOETTER  
 Rear Admiral, USN  
 Director of Central Intelligence

CONCURRENCE:

Personnel Branch

Budget &amp; Finance Branch

General Counsel

*Prepare for publication*  
*DR*  
*31 Dec*

RECORDED  
 INDEXED  
 SERIALIZED  
 FILED

STATINTL

~~RESTRICTED~~

4. Local Personnel

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction.

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

Attachment

DISTRIBUTION: A.

It is authorized to Executive is  
authorized to take appropriate  
action on requests for  
exceptions to the provisions  
of this Instruction.

*Done  
R.D.B. at N.D.*

~~RESTRICTED~~

STATINTL

1. Adm. Staff [redacted] Dates  
 6 Jan 1950, will apply to travel, allowances  
 and related expenses paid from Confidential  
 funds except as otherwise specifically provided  
 in Confidential Funds Regulations. [redacted]

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~~to members of the Executive or the Congress~~

STATINTL

2. For the above purposes  
 those portions of [redacted] which refer  
 to Officials of the Adm. Staff by their  
 titles apply to like Officials in the  
 Special Support Staff.

~~RESTRICTED~~

STATINTL

ATTACHMENT TO ADMINISTRATIVE INSTRUCTION [REDACTED], DATED

STATINTL

Administrative Instruction [REDACTED] dated  
will apply to travel, allowances and related expenses paid from  
confidential funds except as specifically approved otherwise by  
the Director or his designee.

R. H. HILLEKETTER  
Rear Admiral, USN  
Director of Central Intelligence

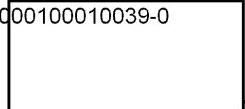
DISTRIBUTION: A.

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NOTE: This Attachment will not be used with copies of Administrative  
Instruction [REDACTED] distributed outside the Washington Office.

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STAFFINTEL

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(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in cases of Staff Chiefs or Assistant Directors, or when travel abroad is involved.

(d) Executive, Deputy-Executive, or Chief, Administrative Staff, when request includes overseas transportation of automobile.

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

*should* (1) Provide travel arrangement service. Personnel ordered overseas must contact the Transportation Branch six weeks prior to departure.

(2) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

(3) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

**RESTRICTED**

Prior approval by Washington  
for the payment of funds for  
Temporary Lodging is part of  
the Foreign Service Regulations.

Temporary Lodging rates are  
higher than straight lodging.  
This control was instituted  
to prevent its becoming a  
 gravy train.

There is no real reason  
why field station chiefs  
cannot be empowered to  
grant "Temporary Lodging" without  
prior approval from Washington,  
except the Foreign Service Regs.  
are binding on our operation  
(by Executive Order.)



C. I. A. Administrative Instructions 30-1 2 of 3

CONFIDENTIAL

Executive Registry  
O-873**RESTRICTED****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Executive

DATE: 3 January 1950

FROM : Management Officer

STATINTL

SUBJECT: Administrative Instruction [ ] Travel, Allowances and Related Expenses.

STATINTL

1. Recommend approval of the attached revision of Administrative Instruction [ ]

2. The revision was necessary due to additional authorities granted the Agency by Public Law 110, 81st Congress.

3. The final draft as contained in the attached stencils has been in coordination since September 1949, and has the concurrence of all interested offices and staffs.

4. a. Major recommendations or points of difference and the final solution in each case is as indicated below:

(1) Recommendation: That authority to approve temporary lodging allowances be not delegated to field stations until after publication of a Presidential Executive Order authorizing such delegation.

Action: Included in Administrative Instruction.

(2) Recommendation: That the Administrative Instruction apply to expenses paid from confidential funds except where specifically approved otherwise.

Action: Included in Administrative Instruction.

(3) Recommendation: That the effective date of commencement of tour of duty abroad be established as the date the employee departs from the United States.

Action: Date of commencement of foreign tour of duty established as date of arrival at foreign post of duty.

(4) Recommendation: That the Administrative Instruction not apply to travel or transportation commencing prior to issue date of the Instruction.

Action: Included in Administrative Instruction

(5) Recommendation: That authority be included for shipment of "after acquired" household effects within prescribed weight allowances.

Action: Included in Administrative Instruction.

b. All minor points of difference were resolved to the satisfaction of the concurring offices.

**RESTRICTED**

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**RESTRICTED**

5. Please note that the signature of the Director is required in two places as marked (1) on the Instruction and (2) on the attachment.

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Attachment  
Stencil of [ ]

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Executive Registry
0-8158

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 22 December 1949

FROM : Legal Staff

SUBJECT: Proposed Administrative Instruction 

STATINTL

1. This office concurs in the comments made by the Budget Officer in memorandum dated 19 December 1949, and particular reference is made to paragraph 4 and his observations in regard to "temporary lodging."

2. We believe that the only source of authority for issuance of a temporary lodging allowance lies in the Foreign Service Act of 1946 (Section 901 (1)), and it is not extended to agencies other than the State Department under the ~~implementary executive orders~~

FOIAB5  

STATINTL

STATINTL  

Attach:

1. Copy of ltr 19 Dec. from Budget Officer (*return to Legal Staff*)
2. Copy of draft of Adm. Instr.

If this is meant  
to apply to us  
as might be indicated  
by the attachment thereto  
then of it is wrong.  
Due to attachment men  
the Conf. Funds Regs  
are amended & agree  
with this paper?  
*(PAB)*

*12/28/49*

DRAFT: 21 Nov 49RESTRICTED

Executive Registry

STATINTL

**ADMINISTRATIVE INSTRUCTION**  
NO. [redacted]

DATE [redacted]

STATINTL

SUBJECT : Travel, Allowances, and Related Expenses

STATINTL

RESCSSIONS: a. Administrative Instruction [redacted] dated 26 December 1948,  
subject: Overseas Allowances.

STATINTL

b. Administrative Instruction [redacted] dated 7 June 1949,  
subject: Travel.

STATINTL

c. Administrative Instruction [redacted] dated 1 July 1949,  
subject: Travel Allowances (Interim Instructions).

STATINTL

d. Administrative Instruction [redacted] dated 26 October 1949,  
subject: Travel Allowances.**1. Travel and Related Items**

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and the Foreign Service Regulations, <sup>and as</sup> except as otherwise specified in this instruction.

**b. Issuance of Travel Orders**

(1.) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2.) Chiefs of Mission outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

**c. Requests for Travel Orders**

(1.) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Mission, shall be prepared in triplicate.

RESTRICTED

21 Nov 49

RESTRICTED

The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a.) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in case of Staff Chiefs and Assistant Directors; where overseas travel is involved, except temporary duty travel entirely within the theater of a Chief of Mission; and where specifically provided in other Agency regulations.

(2.) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3.) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1.) Provide travel arrangement service. (Travelers reporting to foreign points will contact personally wherever possible the Branch at least 6 weeks before the planned date of departure to facilitate the arrangements.)

(2.) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

RESTRICTED

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21 Nov 49

RESTRICTED

(3.) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunisation (where required), passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1.) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2.) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

(3.) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(4.) Physical examinations and immunizations shall be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 37-72) to the Medical Division wherever possible, not less than 60 days prior to estimated date of departure.

RESTRICTED

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21 Nov 49

~~RESTRICTED~~

## 6. Travel Accounts

Travel Vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## h. Per Diem and Mileage

(1.) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2.) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days -	\$9.00
Second 60 days -	6.00
Third 60 days -	3.00

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

~~RESTRICTED~~

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Nov 49

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(3.) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of the Foreign Service Regulations.

(2.) **Emergency Travel**  
 Under the supervision of the Executive and his Deputy, the authority to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel may be approved by the Chief, Administrative Staff.  
 Separation allowances will be determined in accordance with the Simplified Government Civilian Allowance Regulations as a base.

(2.) Chiefs of Mission are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by him, subject to recognized review practices by the Fiscal Division. Application for Allowances (Form No. 34-32) will be submitted in duplicate by the employee to his Chief of Mission.

(3.) Prior determination with respect to transfer and separation allowances will be made by the Fiscal Division on the basis of detailed information submitted by the Chiefs of Mission and their recommendations. Chiefs of Mission may grant transfer and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in "(2)" above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

~~RESTRICTED~~

-5-

1 Nov 49

RESTRICTED

(4.) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances (Form 34-33). The original and 2 signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5.) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this instruction.

(6.) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances

(1.) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with Regulations issued by the Department of State and the Civil Service Commission.

(2.) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions (Form No. 37-3).

(3.) To be eligible for Foreign and territorial post differentials an employee must be a citizen or national of the United States.

RESTRICTED

-6-

~~RESTRICTED~~**3. Special Authorities.**

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expense incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant or, upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to

RESTRICTED

a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance

~~RESTRICTED~~

or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished to the Fiscal Division in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, providing that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expense, including transportation of household immediate goods and personal effects, of new appointees and their/families from places of actual residence in foreign countries at time of appointment to places of employment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than 2 years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expense of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to

RESTRICTED

issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty.

4. Local Personnel.

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

RHH

DISTRIBUTION: A

Attachment (Special Distribution)

CONCURRENCES:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT-December 8, 1949-

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**CONFIDENTIAL**

25X1

ATTACHMENT TO A.I. [redacted] dated [redacted]

25X1

Administrative Instruction No. [redacted], dated December [redacted] 1949,  
will apply to travel performed under Confidential Funds orders, except  
when specifically approved otherwise.

RHH

DISTRIBUTION: A.

25X1

NOTE: This Attachment will not be used with copies of Administrative  
Instruction [redacted] distributed outside the Washington Office.

**CONFIDENTIAL**

CONFIDENTIAL

COPY NO.

51

31 October 1946

C.I.G.A. [redacted]

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CENTRAL INTELLIGENCE GROUP AGENCY  
INSTRUCTION

25X1

CIA G. ADMINISTRATIVE ORDER [redacted]

QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

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Group 4. All other employees with grades under CAF-9 or P-3.

MEMORANDUM ATTACHED

RENUMBERED PER CIA GENERAL ORDER [redacted]

25X1

HOYT S. VANDENBERG  
Lieutenant General, USA  
Director, CIG

EFFECTIVE 30 JUNE 1947. CIA ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED.

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

26 December 19[redacted]

RECD  
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STATINTL

SUBJECT: Overseas Allowances

Revision: Administrative Instruction [redacted]  
dated 25 October 1947

File

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction [redacted] dated 25 October 1947 is rescinded.

STATINTL

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of applicable regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent agency administrative controls and instructions.

[redacted]  
STATINTL

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A

RESTRICTED

STATINTL  
STATINTL~~RESTRICTED~~ CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.*File*ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

25 October 1947

SUBJECT: Quarters, Cost of Living and Special Foreign Allowances  
CIA Administrative Instruction [redacted] dated  
31 October 1946 is rescinded.

STATINTL

1. Allowances and Authority

Allowance for quarters, cost of living, or special foreign living allowances will be paid employees having permanent station in a foreign country in accordance with provisions of Bureau of Budget Circular A-8, Parts A and B.

2. Classification. Civilian employees will be classified as follows:a. Group 2

- (1) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C. in grades CAF-13 or P-6 or above.
- (2) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C., in grades below CAF-13 or P-6 may receive the allowance applicable to this Group if specifically authorized by the Director.

b. Group 3

- (1) Employees in grades CAF-13 or P-6 or above who are not directly subordinate to Washington, D.C.
- (2) Employees in grades CAF-9 or P-3 and above who are not covered by Group 2.

c. Group 4

All other employees in grades under CAF-9 or P-3.

3. Exceptions to Regular and Special Allowances During Absence from Official Station

- a. Quarters Allowance. Quarters allowance to personnel absent from official station will be authorized as follows upon submission of a statement approved by the Chief of the Mission that employee has maintained, paid for, and not sublet quarters at his regular post during the period of absence:

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(3255)

**RESTRICTED**

- 2 -

a. Quarters Allowance (continued)

- (1) Not to exceed 90 days during temporary absence under orders inclusive of any approved annual leave. If it is anticipated that temporary duty will extend beyond 90 days, a transfer of official station should be effected.
- (2) Not to exceed 90 days during authorized leave of absence with pay plus transit time when leave is taken in the United States.
- (3) During absence from post of assignment without pay on account of illness or beyond the period of leave with pay specified above, when the Director determines that such continuance would be in the public interest.

b. Living and Special Foreign Living Allowance. The living allowance provided by Bureau of the Budget Circular A-8 for personnel permanently assigned to foreign stations will be authorized while in travel status, to:

- (1) Personnel with family provided family does not accompany employee.
- (2) Personnel without family during any trip of less than 24 hours duration.

STATINTL

R. H. HILLENKOETTER  
 Recr Admiral, USN  
 Director of Central Intelligence


**RESTRICTED**

*Read P.R.*  
25X19 December 1946 **CONFIDENTIAL**

MEMORANDUM TO THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS

Subject: CIG Administrative Order [redacted]

Enclosure: a. Memorandum from the Chief, Special Funds  
to the ADSO, dated 2 December 1946.

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1. Attached hereto is a memorandum, dated 2 December 1946, from the Chief, Special Funds Section to you concerning the above subject. [redacted] requests a specific definition of those persons who are eligible to receive the quarters allowance commensurate with a Group II classification. Paragraph 6, Part A of Bureau of the Budget Circular A-8, provides for the classification of employees in four groups. This classification is one of the bases which determines the amount of quarters allowances to be paid.

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2. The following is submitted in accordance with the questions set forth in paragraph 3 of Mr. Echols' memorandum:

b). Administrative Order [redacted] provides that Group II classification applies to Chiefs of Missions and other principal officers directly subordinate to Washington, D. C., and unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Therefore, the answer to question b would appear to be yes.

c). There appears to be no reason why the Chief of a small station necessarily should be treated differently than the Chief of a larger station if he otherwise is eligible to receive the quarters allowance for Group II.

d). It appears that a few individuals are receiving approved representation allowances and may now be eligible to receive higher quarters allowances. The amounts prescribed in Bureau of the Budget Circular A-8 are the maximum amount only, and it is within the administrative discretion of the head of the department concerned to prescribe lower amounts or no allowances where the expenses incurred at the overseas station are less than those anticipated, or where no higher costs for living expenses are occasioned by the assignment in a foreign country. It would appear desirable that a review be made of all representation allowances now being paid before the greater quarters allowances are made effective based on the higher classification of the individuals concerned.

e). As stated in d above, the prescribed allowances are maximum amounts and, where the expenses at a particular station do not warrant payment of the full amount, an administrative determination should be made as to amounts to be paid. Since the actual Chief of Mission in this case has turned over to a

**CONFIDENTIAL**

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~~CONFIDENTIAL~~

subordinate the social responsibilities normally the liability of the Chief of Mission and is himself living very covertly, there should be a determination of the living expenses which would normally be incurred by an individual in the status presently occupied by the actual Chief of Mission. The payment of quarters allowances should then be based on such expenses rather than the expenses normally anticipated for the Chief of a Mission assuming full responsibility. In addition, the representation allowance received by the subordinate acting as the Chief of Mission should be reviewed. Under the circumstances, it might be deemed appropriate to classify him in Group II if otherwise eligible to be placed in such a Group.

25X1      3. Paragraph 4 of [redacted] memorandum recommends that no person receive the Group II classification except on request of the Chief of the branch concerned and the specific approval of the Assistant Director for Special Operations or other Assistant Director concerned. It is believed that this is a desirable procedure, inasmuch as the payment of the maximum quarters and cost of living allowances is a matter for administrative determination. This is particularly so when the purpose of the extra allowances prescribed in Bureau of the Budget Circular A-8 is to compensate the individual for the increased living expenses incurred by reason of the employee being stationed outside the continental limits of the United States. It is not intended that this additional allowance cover the entire cost of an employee's living expenses while abroad. It is believed that the recommended procedure would facilitate answering the specific questions proposed by [redacted] in paragraph 3 of his memorandum.

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\_\_\_\_\_  
Assistant General Counsel

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cc: [redacted]

Saunders [redacted]

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JSW:mbt

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**CONFIDENTIAL**

9 January 1947

## MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE:

25X1

SUBJECT: CIG Administrative Order [redacted]

25X1

1. CIG Administrative Order [redacted] dated October 31, 1946 makes provision for Group II classification for civilian employees who are Chiefs of Missions or principal officers directly subordinate to Washington, D. C. The Order specifies that these officials will fall in grades CAF-13 or P-6 or above, unless otherwise approved by the Director.

2. I recommend the Group II classification for (four) officials who are chiefs of their respective stations and directly subordinate to Washington, but whose grades are below the CAF-13 or P-6 level. It is believed in each case that the fulfillment of the obligations at the station concerned justifies the Group II classification.

3. Therefore, there is attached a proposed letter of authorization for the Director's signature. The Director's approval of this proposed letter will permit Special Funds to pay the Group II classification to the individuals concerned.

4. It is recommended that the payment under the Group II classification be made effective 1 January 1947, except when an individual was appointed to his respective position at a date subsequent thereto in which event the Group II allowance will commence on the date he assumed the responsibility at the overseas post.

DONALD H. GALLOWAY  
Assistant Director  
Special Operations

**CONFIDENTIAL**

**SECRET**

## MEMORANDUM

TO : Chief, Special Funds Section  
FROM : Director, CIG  
THRU : ADSO  
SUBJECT : Group II Classification Under Bureau of Budget Circular A-8.

25X1A

1. The following officials of the Office of Special Operations are approved for the Group II classification for overseas quarters, under provisions of Bureau of the Budget Circular A-8, and CIG Administrative Order No. 31.



2. This authorization will remain valid only so long as the above named individuals remain in their present posts and directly subordinate to Washington, D. C.

3. This authorization will be effective 1 January 1947 for those individuals at the posts concerned on that date. Other effective dates will be the date the individual concerned assumes the responsibilities outlined in Paragraph 1 above.

HOYT S. VANDENBERG  
Lieutenant General, USA  
Director, CIG

**SECRET**

ROUT SLIP  
SPECIAL FUNDS

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

TO

NAME

INITIALS

25X1A

2		EAC

③ Registry	
All Personnel	

REMARKS: Hold off actual approval. Then follow thru as in case of those who normally qualify. Watch effective date.

RETURN TO: EAC  
Original now here, subject here been notified.

To: \_\_\_\_\_ Date 1/10/97

This has gone forward for Gen. Vandenburg's signature

Dac

Office of the Executive Officer

(30449)

**CONFIDENTIAL**

**MEMORANDUM**

26 August 1947

TO: Assistant Chief, Budget & Finance Branch  
FROM: Chief, Special Funds Division  
SUBJECT: Revision of Administrative Order [redacted]

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We have reviewed the draft of the revision of CIG Administrative Order [redacted] and concur completely with the presentation with one exception. This exception concerns the last sentence in paragraph 4.

It is suggested that this sentence be revised to read as follows:

"With respect to the provision concerning cost of living allowances as set forth in Paragraph 3, this Agency will pay no allowance where the employee's family accompanies an employee to the United States during his absence in a travel or leave status."

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Chief, Special Funds Division [redacted]

Attachment

EDE:jt

**CONFIDENTIAL**

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See all Four  
CIG-A

V.G.A. 100

16 January 1947

**MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE:**

25x1

SUBJECT: CIG Administrative Order

25X1

1. CIG Administrative Order [ ] dated October 31, 1946, makes provision for Group II classification for civilian employees who are Chiefs of Missions or principal officers directly subordinate to Washington, D. C. The Order specifies that these officials will fall in grades CAF-13 or P-6 or above, unless otherwise approved by the Director.

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2. I recommend the Group II classification for [redacted] [redacted] who will be a Chief of Station and directly subordinate to Washington, but whose grade is below the CAF-13 or P-6 level. It is believed that the fulfillment of the obligation at the Station concerned justifies the Group II classification.

3. Therefore, there is attached a proposed letter of authorization for the Director's signature. The Director's approval of this proposed letter will permit Special Funds to pay the Group II classification to the individual concerned.

4. It is recommended that the payment under the Group II classification be made effective as of the date of his assumption of duties at the overseas post.

**DONALD H. GALLOWAY**  
Assistant Director  
Special Operations

~~C.C.S.~~ Registry - Admin. Bldg.

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Special Funds ✓  
Central Registry (2)  
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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.STATINTL ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

6 January 1950

SUBJECT: Travel, Allowances, and Related Expenses

RESCSSIONS: a. Administrative Instruction [redacted] dated 26 December 1948, subject: Overseas Allowances.

b. Administrative Instruction [redacted] dated 7 June 1949, subject: Travel.

c. Administrative Instruction [redacted] dated 1 July 1949, subject: Travel Allowances (Interim Instructions).

d. Administrative Instruction [redacted] dated 26 October 1949, subject: Travel Allowances.

1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in this Instruction.

## b. Issuance of Travel Orders.

(1) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2) Chiefs of Missions outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

## c. Requests for Travel Orders.

(1) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in triplicate. The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

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(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in cases of Staff Chiefs or Assistant Directors, or when travel abroad is involved.

(d) Chief, Administrative Staff, when request includes overseas transportation of automobile.

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1) Provide travel arrangement service. Personnel ordered overseas should contact the Transportation Branch six weeks prior to departure.

(2) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

(3) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

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(3) A returnee physical examination is required within five days after returning to Washington from overseas assignment.

(4) Physical examinations and immunizations should be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 37-72) to the Medical Division, not less than 60 days prior to estimated date of departure.

g. Travel Accounts.

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage.

(1) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days -	\$9.00
Second 60 days -	6.00
Third 60 days -	3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(3) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of the Foreign Service Regulations.

2. Allowances

a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified in this Instruction.

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## b. Quarters and Post Allowances.

(1) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2) Chiefs of Missions are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by them, subject to recognized review practices by the Fiscal Division. Application for Allowances will be submitted in duplicate by the employee to his Chief of Mission.

(3) Prior determination with respect to transfer, temporary lodging and separation allowances will be made by the Fiscal Division on the basis of detailed information and recommendations submitted by the Chiefs of Missions. Chiefs of Missions may grant transfer, temporary lodging and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

(4) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances. The original and two signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this Instruction.

(6) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

## c. Post Differentials and Cost of Living Allowances.

(1) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(2) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions.

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(3) To be eligible for foreign and territorial post differentials an employee must be a citizen or national of the United States.

3. Special Authorities

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expenses incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of two years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full two years service has not been spent with the Agency, the employee will be required to sign an agreement to complete two years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant, or upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of three months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of

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such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part of or all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. Expenses will be allowed to and from the nearest suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, provided that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expenses, including transportation of household goods and personal effects, of new appointees and their immediate families from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at time of appointment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than two years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct may bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expenses of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty. Personal effects include privately-owned vehicle.

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4. Local Personnel

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction.

6. The Executive is authorized to take appropriate action on requests for exceptions to the provisions of this Instruction.

STATINTL

[Redacted]  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

Attachment

DISTRIBUTION: A.

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STATINTL

ATTACHMENT TO ADMINISTRATIVE INSTRUCTION [REDACTED] DATED  
6 JANUARY 1950.

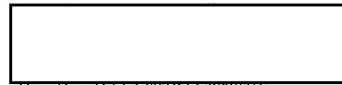
STATINTL

1. Administrative Instruction [REDACTED] dated 6 January 1950, will apply to travel, allowances and related expenses paid from confidential funds except as otherwise specifically provided in Confidential Funds Regulations.

STATINTL

2. For the above purposes those portions of [REDACTED] which refer to officials of the Administrative Staff by their titles apply to like officials in the Special Support Staff.

STATINTL



R. H. RILLENSKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

STATINTL

DISTRIBUTION: A.

NOTE: This Attachment will not be used with copies of Administrative Instruction [REDACTED] distributed outside the Washington Office.

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~~RESTRICTED~~CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

6 January 1950

SUBJECT: Travel, Allowances, and Related Expenses

RESCISSESS: a. Administrative Instruction [redacted] dated 26 December 1948, subject: Overseas Allowances.

b. Administrative Instruction [redacted] dated 7 June 1949, subject: Travel.

c. Administrative Instruction [redacted], dated 1 July 1949, subject: Travel Allowances (Interim Instructions).

d. Administrative Instruction [redacted] dated 26 October 1949, subject: Travel Allowances.

1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in this Instruction.

## b. Issuance of Travel Orders.

(1) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2) Chiefs of Missions outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

## c. Requests for Travel Orders.

(1) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in triplicate. The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

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(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in cases of Staff Chiefs or Assistant Directors, or when travel abroad is involved.

(d) Chief, Administrative Staff, when request includes overseas transportation of automobile.

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1) Provide travel arrangement service. Personnel ordered overseas should contact the Transportation Branch six weeks prior to departure.

(2) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

(3) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

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(3) A returnee physical examination is required within five days after returning to Washington from overseas assignment.

(4) Physical examinations and immunizations should be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 37-72) to the Medical Division, not less than 60 days prior to estimated date of departure.

g. Travel Accounts.

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage.

(1) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days -	\$9.00
Second 60 days -	6.00
Third 60 days -	3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(3) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of the Foreign Service Regulations.

2. Allowances

a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified in this Instruction.

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RESTRICTED

b. Quarters and Post Allowances.

(1) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2) Chiefs of Missions are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by them, subject to recognized review practices by the Fiscal Division. Application for Allowances will be submitted in duplicate by the employee to his Chief of Mission.

(3) Prior determination with respect to transfer, temporary lodging and separation allowances will be made by the Fiscal Division on the basis of detailed information and recommendations submitted by the Chiefs of Missions. Chiefs of Missions may grant transfer, temporary lodging and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

(4) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances. The original and two signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this Instruction.

(6) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances.

(1) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(2) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions.

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(3) To be eligible for foreign and territorial post differentials an employee must be a citizen or national of the United States.

3: Special Authorities

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

- a. Travel and transportation expenses incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of two years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full two years service has not been spent with the Agency, the employee will be required to sign an agreement to complete two years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.
- b. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant, or upon retirement to the place where he will reside.
- c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.
- d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of three months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.
- e. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of

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such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part of or all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. Expenses will be allowed to and from the nearest suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, provided that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expenses, including transportation of household goods and personal effects, of new appointees and their immediate families from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at time of appointment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than two years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct may bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expenses of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty. Personal effects include privately-owned vehicle.

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4. Local Personnel

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction.

6. The Executive is authorized to take appropriate action on requests for exceptions to the provisions of this Instruction.

STATINTEL

[Redacted]  
R. H. HILLENKOETTER  
Rear Admiral, USN.  
Director of Central Intelligence

Attachment

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-7-

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STATINTL ATTACHMENT TO ADMINISTRATIVE INSTRUCTION [ ] DATED  
6 JANUARY 1950.

STATINTL 1. Administrative Instruction [ ], dated 6 January 1950, will apply to travel, allowances and related expenses paid from confidential funds except as otherwise specifically provided in Confidential Funds Regulations.

STATINTL 2. For the above purposes those portions of [ ] which refer to officials of the Administrative Staff by their titles apply to like officials in the Special Support Staff.

STATINTL [ ]

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A.

STATINTL

NOTE: This Attachment will not be used with copies of Administrative Instruction [ ] distributed outside the Washington Office.

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STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.*Rescinded  
by AI*

1/6/50

STATINTL

ADMINISTRATIVE INSTRUCTION  
NUMBER 

26 December 1948

STATINTL

SUBJECT: Overseas Allowances

Revision: Administrative Instruction   
dated 25 October 1947

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction  dated 25 October 1947 is rescinded.

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of applicable regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent agency administrative controls and instructions.

STATINTL

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A

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STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

7 June 1949

AI [REDACTED]

1/6/50

STATINTL

## SUBJECT: Travel.

(This rescinds Administrative Instruction [REDACTED], dated 31 January 1949.)

1. General

- a. Travel orders will be issued by the Budget Office except as otherwise stated.
- b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.
- c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:
  - (1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.
  - (2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.
  - (3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.
  - (4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.
- d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.
- e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

-1-

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(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel and medical arrangements prior to planned date of departure. Travelers will personally contact the Transportation Officer, Services Office, at least six weeks before planned date of departure in order to facilitate travel arrangements.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Physical Examinations for Vouchered Foreign Travel

a. A complete physical examination and required immunization is necessary within 70 days prior to departure to overseas.

b. An additional physical examination to insure freedom from communicable diseases is required 48 hours before departure from Washington.

c. A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

d. Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, including the following information, not less than fifty (50) days prior to estimated date of departure:

(1) Name of Branch.

(2) Name of Traveler.

(3) Destination.

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CENTRAL INTELLIGENCE AGENCY  
 Washington, D.C.  
 ADMINISTRATIVE INSTRUCTION  
 NO. [REDACTED] DATED [REDACTED] 7 June 1949

STATINTL

STATINTL

SUBJECT: Travel.

(This rescinds Administrative Instruction [REDACTED] dated 31 January 1949.)

**1. General**

- a. Travel orders will be issued by the Budget Office except as otherwise stated.
- b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.
- c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:
  - (1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.
  - (2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.
  - (3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.
  - (4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.
- d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.
- e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

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d. Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, including the following information, not less than fifty (50) days prior to estimated date of departure:

(1) Name of Branch.

(2) Name of Traveler.

(3) Destination.

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- (4) Type of Examination Required (Overseas or Returnee).
- (5) Date of Departure.
- (6) Type of Duty (Temporary or Permanent).
- (7) Route of Travel.
- (8) Mode of Travel.

**3. Travel by Members of the Armed Services Assigned to CIA**

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

**4. Preparation and Submission of Vouchers**

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

**5. Repeated Motor Truck Travel**

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

-3-

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R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

1 July 1949

AI [redacted]

1/6/50

SUBJECT: Travel Allowances (interim instructions).

STATINTL

1. Pursuant to the provisions of Public Law 92 (81st Congress) approved 9 June 1949 and in accordance with Bureau of the Budget Circular A-7 (revised effective 1 July 1949) this Agency shall authorize and pay allowances for civilian officers and employees in a travel status not to exceed the following:

- a. A per diem rate of eight dollars in the continental United States and rates prescribed by the Bureau of the Budget Circular A-7 for travel outside the United States (see attachment).
  - b. A mileage rate of 7¢ per mile for use of privately owned car when such mode of transportation is authorized or approved as being more advantageous to the Government.
2. For extended periods of temporary duty [redacted] in the United States, the following schedule of rates shall apply:

First 60 days - \$8.00

Second 60 days - 6.00

Third 60 days - 3.00

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty [redacted]

3. The per diem and mileage rates set forth herein are the maximum allowable and officials authorized to issue travel orders will reduce the stipulated rate whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rate(s) requested. Pending the completion of a study now in progress and the assemblage of experience data, the approval of the request by the initiating office shall be deemed a certificate that the rate(s) stipulated in the request are not in excess of the amount(s) normally required to meet the necessary official travel expenses at the location(s) listed and under the circumstances.

-1-

R-E-S-T-R-I-C-T-E-D

## R-E-S-T-R-I-C-T-E-D

LOCALITY	MAXIMUM PER DIEM RATES	LOCALITY	MAXIMUM PER DIEM RATES
Afghanistan	\$ 6.00	Netherlands	\$ 10.00
Andorra	10.00	Netherlands East Indies	12.00
Australia	6.00	Netherlands West Indies	10.00
Austria	6.00	New Caledonia	6.00
Bahamas	12.00	New Zealand	6.00
Belgium	12.00	Norway	10.00
Belgian Congo	10.00	Panama	10.00
Bermuda	12.00	Paraguay	6.00
Brazil	10.00	Paris, France	10.00
British Honduras	6.00	Peru	6.00
British Malaysia	10.00	Philippines, Republic except Manila	14.00
Bulgaria	10.00	Poland	12.00
Burma	10.00	Portugal, except	
Ceylon	10.00	Azores and Madeira Islands	10.00
Cyprus	10.00	Azores and Madeira Islands	6.00
Czechoslovakia	10.00	Rome, Italy	10.00
Denmark	10.00	Rumania	12.00
Dominican Republic	10.00	Santos, Brazil	10.00
Egypt	10.00	Sao Paulo, Brazil	10.00
Estonia	18.00	Shanghai, China	10.00
Fiji Islands	6.00	Society Islands	6.00
French Indo China	10.00	Spain, except Canary Islands	10.00
French West Indies	6.00	Canary Islands	6.00
Germany	6.00	Surinam	6.00
Gibraltar	6.00	Sweden	10.00
Greece	10.00	Switzerland	10.00
Greenland	6.00	Turkey	10.00
Havana, Cuba	12.00	Union of Soviet Socialist Republics	18.00
Haiti	10.00	Uruguay	10.00
Hong Kong	10.00	Vatican City	10.00
Hungary	14.00	Venezuela	18.00
Iceland	10.00	Yugoslavia	14.00
India	10.00	Other Localities	8.00
Iraq	10.00		
Israel	15.00		
Japan	6.00		
Korea	6.00		
Latvia	18.00		
Liberia	10.00		
Liechtenstein	10.00		
Lithuania	18.00		
London, England	10.00		
Luxembourg	10.00		
Madagascar	6.00		
Manila, Republic Philippines	16.00		
Mexico, except Mexico D. F.	6.00		

R-E-S-T-R-I-C-T-E-D

REF ID: A6572

R-E-S-T-R-I-C-T-E-D

4. The provisions of this Instruction are effective 1 July 1949 and shall remain in effect until revised regulations can be promulgated on the basis of further study and experience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STANINTEL



Captain, USN  
Executive

Attachment:  
Extract from Bureau of the Budget Circular A-7.

DISTRIBUTION: A.

-2-

R-E-S-T-R-I-C-T-E-D

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

*Rescinded  
by  
AI [redacted]*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

26 October 1949

*1/6/50*

STATINTL

SUBJECT: Travel Allowances.

So much of Administrative Instruction [redacted] dated 1 July 1949, pertaining to per diem allowance as reads "\$8.00" is hereby amended to read "\$9.00".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]  
Captain, USN  
Executive //

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**RESTRICTED**  
 CENTRAL INTELLIGENCE AGENCY  
 Washington, D. C.

*rescinded*

*by AI*

25 October 1947 12/26/48

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ADMINISTRATIVE INSTRUCTION  
 NUMBER

SUBJECT: Quarters, Cost of Living and Special Foreign Allowances  
 CIA Administrative Instruction  dated  
 31 October 1946 is rescinded.

**1. Allowances and Authority**

Allowance for quarters, cost of living, or special foreign living allowances will be paid employees having permanent station in a foreign country in accordance with provisions of Bureau of Budget Circular A-8, Parts A and B.

**2. Classification.** Civilian employees will be classified as follows:

**a. Group 2**

- (1) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C. in grades CAF-13 or P-6 or above.
- (2) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C., in grades below CAF-13 or P-6 may receive the allowance applicable to this Group if specifically authorized by the Director.

**b. Group 3**

- (1) Employees in grades CAF-13 or P-6 or above who are not directly subordinate to Washington, D.C.
- (2) Employees in grades CAF-9 or P-3 and above who are not covered by Group 2.

**c. Group 4**

All other employees in grades under CAF-9 or P-3.

**3. Exceptions to Regular and Special Allowances During Absence from Official Station**

- a. Quarters Allowance.** Quarters allowance to personnel absent from official station will be authorized as follows upon submission of a statement approved by the Chief of the Mission that employee has maintained, paid for, and not sublet quarters at his regular post during the period of absence:

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**RESTRICTED**

- 2 -

a. Quarters Allowance (continued)

- (1) Not to exceed 90 days during temporary absence under orders inclusive of any approved annual leave. If it is anticipated that temporary duty will extend beyond 90 days, a transfer of official station should be effected.
- (2) Not to exceed 90 days during authorized leave of absence with pay plus transit time when leave is taken in the United States.
- (3) During absence from post of assignment without pay on account of illness or beyond the period of leave with pay specified above, when the Director determines that such continuance would be in the public interest.

b. Living and Special Foreign Living Allowance. The living allowance provided by Bureau of the Budget Circular A-8 for personnel permanently assigned to foreign stations will be authorized while in travel status, to:

- (1) Personnel with family provided family does not accompany employee.
- (2) Personnel without family during any trip of less than 24 hours duration.

STATINTL

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

**RESTRICTED**

CONFIDENTIALCOPY NO. 8531 October 1946

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CENTRAL INTELLIGENCE GROUP

25X1

C.I.G. ADMINISTRATIVE ORDER  *Approved by  
AI [redacted]  
10/25/47*QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

Group 4. All other employees with grades under CAF-9 or P-3.

25X1

HOLT S. VANDENBERG  
 Lieutenant General, USA  
 Director, CIG

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

9 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

RESCISSION: Paragraph 2  
Paragraph 2, Administrative Instruction  dated 6 January 1950,  
is amended to read as follows:

"a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified under the provisions of Executive Order No. 10100."

"b. \* \* \* \*

"c. (1) (2) (3) \* \* \* \*

"(4) (a) In each case where an employee stationed at a foreign post where a post differential payment is authorized is absent on a temporary duty or leave status, and intent at time of departure, as indicated by official orders, is that the employee shall return to such post immediately upon the expiration of temporary duty and/or leave period, payment of the post differential shall be continued during the period of temporary absence.

"(b) Such payments will terminate immediately upon determination at any time during the period of temporary absence that the employee will not return to his former post.

"(c) Foreign post differential payments will be terminated at time of departure from such posts in all cases where the intent is that the employee will not return thereto immediately upon completion of a temporary duty and/or leave period.

"(d) The effective date of this authorization is retroactive to 1 January 1949."

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

FEB 13 1950

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

STATINTL

[redacted] wants  
your approval before  
he sends it on

to [redacted]

STATINTL

STATINTL

Chuck,

looks okay. Any  
comment?

OK. B.M. DPH  
10 Feb 50

TO	INITIALS	DATE
1 Director	Rmt	2/13/50
2 Exec Registry		
3		
4		
5		
FROM	INITIALS	DATE
1 Executive	DS	PH 8 Feb
2		
3		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

## REMARKS:

General Counsel has concurred.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

9 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

RESCISSION: Paragraph 2

STATINTL

Paragraph 2, Administrative Instruction [redacted] dated 6 January 1950,  
is amended to read as follows:

"a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified under the provisions of Executive Order No. 10100."

"b. \* \* \* \*

"c. (1) (2) (3) \* \* \* \*

"(4) (a) In each case where an employee stationed at a foreign post where a post differential payment is authorized is absent on a temporary duty or leave status, and intent at time of departure, as indicated by official orders, is that the employee shall return to such post immediately upon the expiration of temporary duty and/or leave period, payment of the post differential shall be continued during the period of temporary absence.

"(b) Such payments will terminate immediately upon determination at any time during the period of temporary absence that the employee will not return to his former post.

"(c) Foreign post differential payments will be terminated at time of departure from such posts in all cases where the intent is that the employee will not return thereto immediately upon completion of a temporary duty and/or leave period.

"(d) The effective date of this authorization is retroactive to 1 January 1949."

STATINTL

[redacted]  
R. H. HILLENKOETTER

Rear Admiral, USN

Director of Central Intelligence

DISTRIBUTION: A

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# C.T.G. Administrative Instructions

**CONFIDENTIAL**

3 of 3

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

9 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

RESCISSION: Paragraph 2  
Paragraph 2, Administrative Instruction [redacted] dated 6 January 1950,  
is amended to read as follows:

"a. Overseas and territorial allowances will be paid employees  
in accordance with the provisions of applicable regulations issued  
by the Department of State and the Civil Service Commission, except  
as otherwise specified under the provisions of Executive Order No.  
10100."

"b. \* \* \* \*

"c. (1) (2) (3) \* \* \* \*

"(4) (a) In each case where an employee stationed at a foreign  
post where a post differential payment is authorized is absent  
on a temporary duty or leave status, and intent at time of  
departure, as indicated by official orders, is that the em-  
ployee shall return to such post immediately upon the expir-  
ation of temporary duty and/or leave period, payment of the  
post differential shall be continued during the period of  
temporary absence.

"(b) Such payments will terminate immediately upon deter-  
mination at any time during the period of temporary absence  
that the employee will not return to his former post.

"(c) Foreign post differential payments will be termi-  
nated at time of departure from such posts in all cases  
where the intent is that the employee will not return thereto  
immediately upon completion of a temporary duty and/or leave  
period.

"(d) The effective date of this authorization is retro-  
active to 1 January 1949."

STATINTL

[redacted]  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A

RESTRICTED

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : OCT  
FROM : Lee  
SUBJECT:

DATE:

Believe this will meet your idea & this we will go further by verbal instructions to calling officers as it being very rigid in applying local taxi fares. Especially however, it may well be actually stopped even later.

Cloud

**UNCLASSIFIED RESTRICTED**  
(SENDER WILL CIRCLE ONE INDICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 Director	PAW	24 JUN 50
2 Chief Services Dir	JM	1 MAR 50
3 Management Off.		
4		
5		
FROM	INITIALS	DATE
1 Executive	Cloud	20 JUN 50
2		
3		

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE       |
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN          |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH        |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input checked="" type="checkbox"/> FILE |

REMARKS: This is necessary  
because of some current  
confusion in connection with  
providing vouchers for taxi-fare.  
(a) Please note add sub par c.

**SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED**

FORM NO. 30-4

SEP 1947

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL  
ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

21 February 1950

STATINTL  
SUBJECT: Travel, Allowances, and Related Expenses

Administrative Instruction [redacted] dated 6 January 1950, is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

"(1) To meet urgent fixed appointments.

"(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

"b. Reimbursement vouchers will include adequate statements of justification in each case.

"c. The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official means of transportation. Certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

"d. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

1950  
JAN 2

DRAFT

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

C. ~~The use of taxicabs~~  
 for official business in the Washington [redacted]  
 area is considered generally unnecessary  
 in view of the availability of public and  
 official transportation. To members of this  
Agency certifying officers will review  
 reimbursement vouchers for taxicab fares with  
 great care to insure that justifications  
 given completely support the fact that no other  
 means of transportation was reasonably available.  
 (present)

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

Administrative Instruction [redacted] dated 6 January 1950 is  
 amended by adding paragraph 6 thereto as indicated below, and renumbering  
 the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely  
 determined that government transportation will not be available  
 within a reasonable time, reimbursement for the use of taxicabs  
 for official business by Agency employees may be authorized by  
 Assistant Directors and Staff Chiefs or their deputies under the  
 following circumstances:

- " (1) To meet urgent fixed appointments
- " (2) To transport unusually bulky documents  
 or delicate or cumbersome equipment, provided  
 there is an urgent immediate need.

" b. Reimbursement vouchers will include adequate  
 statements of justification in each case.

" c. The use of taxicabs while in a travel status  
 will be governed by the provisions of Standardized  
 Government Travel Regulations."

STATINTL

STATINTL

STATINTL

Concur:

[redacted]

1/15/50

R. H. HILLENKOETTER  
 Rear Admiral, USN  
 Director of Central Intelligence

*ZJM*  
 Concur:  
 [redacted]

January 1950

Adm. Ch. Fin. Dir.

RESTRICTED Concur:

Subject Officer

FEB 17 1950

FEB 22 1950

STATINTL

R E S T R I C T E DCENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

21 February 1950

File

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Administrative Instruction [redacted] dated 6 January 1950, is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

"(1) To meet urgent fixed appointments.

"(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

"b. Reimbursement vouchers will include adequate statements of justification in each case.

"c. The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official means of transportation. Certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

"d. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

STATINTL

[redacted]  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A.

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL  
ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

21 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL  
Administrative Instruction [redacted] dated 6 January 1950, is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

"(1) To meet urgent fixed appointments.

"(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

"b. Reimbursement vouchers will include adequate statements of justification in each case.

"c. The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official means of transportation. Certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

"d. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

[redacted]  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A.

STATINTL

*Stat Int'l*

DRAFT 26 July 1950

## Administrative Instruction

No. 27 July 1950 *DR*

Subject: TRAVEL, ALLOWANCES, AND RELATED EXPENSES

Rescissions: PARAGRAPH I C (1) & Sections (c) and (d), of Administrative Instruction  dated 6 JANUARY 1950 ARE RESCINDED AND THE FOLLOWING SECTIONS ARE TO BE INSERTED:

*Handed over to Mr. W. H. M.*  
*Travel Approval*

- (c) Chief, Administrative Staff when Request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty ~~of~~ of all personnel except Assistant Directors or Staff Chiefs.
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

*Distribution: A*

WTS

STATINTL

DRAF -  - 7/25/50

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Travel

Paragraphs (c) and (d) of Paragraph I c (1) are amended to  
read as follows:

"(c) Executive in cases of Staff Chiefs or Assistant Directors.

"(d) Chief, Administrative Staff when travel abroad is involved  
and when request includes overseas transportation of automobile."

(1) *Request Dir for ~~to~~ travel abroad and  
temporary duty.*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Adm Inste

LTS

Dated 6 JAN 1950

PARAGRAPH I c (1) (c) AND (d) ARE AMENDED REINDED  
AND THE FOLLOWING SECTIONS ARE TO BE INSERTED:

(c) Chief, Adm Staff when Request inc/ — —

(q) PER DIR FOR TRAVEL ABROAD OR TD.

(r) Exec

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Lil*  
27 July 1950

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

RESCSSIONS: Paragraph 1c(1), sections (c) and (d) of Administrative Instruction [redacted] dated 6 January 1950, are rescinded and the following sections are to be inserted:

- (c) Chief, Administrative Staff, when a request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty (~~and all personnel except Assistant Directors or Staff Chiefs~~)
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]  
Acting Executive

DISTRIBUTION: A.

RESTRICTED

JUL 28 1950

*J. G.*  
RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

27 July 1950

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCSSIONS: Paragraph 1c(1), sections (c) and (d) of Administrative Instruction [redacted], dated 6 January 1950, are rescinded and the following sections are to be inserted:

- (c) Chief, Administrative Staff, when a request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty.
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]  
Acting Executive

DISTRIBUTION: A.

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

27 July 1950

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCSSIONS: Paragraph 1c(1), sections (c) and (d) of Administrative Instruction [redacted] dated 6 January 1950, are rescinded and the following sections are to be inserted:

- (c) Chief, Administrative Staff, when a request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty.
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]  
ACTING Executive

DISTRIBUTION: A.

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RESTRICTED

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

12 January 1951

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

Pending revision of Administrative Instruction [redacted] dated 6 January 1950, paragraph 3.e. thereof is changed as follows:

- "3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.
- f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: 3

JAN 13 1951

RESTRICTED

3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property.

Approved as to legal sufficiency  
LPH

12 Jan 57

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : L R H

DATE:

FROM : R G H

SUBJECT: A.I. 30-1/4

my suggested draft makes no important  
change except to eliminate the employee.  
As stated yesterday, his travel can always be  
regularized by the issuance of orders.

RGH

~~RESTRICTED~~CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.*Degatry*ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

12 January 1951

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

Pending revision of Administrative Instruction [redacted] dated  
STATINTL 6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]  
MURRAY MCCONNELL  
Deputy Director  
(Administration)

DISTRIBUTION: 3

~~RESTRICTED~~

RESTRICTEDCENTRAL INTELLIGENCE AGENCY  
Washington, D. C.STATINTL  
ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

12 January 1951

STATINTL  
SUBJECT: Travel, Allowances, and Related Expenses.STATINTL  
Pending revision of Administrative Instruction [redacted] dated 6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL  
[redacted]MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: 3

STATINTL  
*MURRAY McCONNEL*  
[redacted]STATINTL  
A.I.  
16 Jan 1951  
[redacted]RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*[Handwritten Signature]*

STATINTL ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

16 January 1951

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL RESCISSION: Administrative Instruction [REDACTED] dated 12 January 1951.

STATINTL Pending revision of Administrative Instruction [REDACTED] dated 6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. (1) Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(2) Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: No. 3

MURRAY McCONNELL  
Deputy Director  
(Administration)

*[Handwritten Stamp]*

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

16 January 1951

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL RESCISSION: Administrative Instruction [redacted] dated 12 January 1951.

STATINTL Pending revision of Administrative Instruction [redacted] dated 6 January 1950, paragraph 3.c. thereof is changed as follows:

"3. e. (1) Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(2) Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL [redacted]

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO., [redacted]

16 January 1951

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCISSON: Administrative Instruction [redacted] dated 12 January 1951.

STATINTL

Pending revision of Administrative Instruction [redacted] dated 6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. (1) Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(2) Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]  
MURRAY MCCONNELL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLAIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
<b>TO</b>		INITIALS	DATE
1	GENERAL COUNSEL	DRH	25 Jan
2	DEPUTY DIRECTOR (ADMINISTRATION)	MHC	25 Jan
3	Advisor for Mgt.		25 Jan.
4			
5			
<b>FROM</b>		INITIALS	DATE
1	ADVISOR FOR MANAGEMENT		24 Jan
2			
3			
<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE			
<b>REMARKS:</b> 1 to 2 No legal objection DRH 3. Stencil sent to Reprod. 25 Jan.			
SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED
FORM NO. 30-4 SEP 1947			

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

724  
*H. L. DK*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

23 January 1951

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses

Pending revision of Administrative Instruction  dated 6 January 1950; that portion of the Instruction concerning the issuance of Travel Orders is hereby amended to provide:

- a. Transportation Division, Administrative Services Office, instead of the Fiscal Division, will issue all travel orders and amendments thereto.
- b. Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in duplicate. Both copies will be submitted through proper channels to the Transportation Division, Administrative Services Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

JAN 26 1951

22 January 1951

STATINTL            The undersigned concur in the attached proposed amendment [redacted]  
STATINTL            to Administrative Instruction [redacted], dated 6 January 1950.

STATINTL

*Jag.* CHIEF, ADMINISTRATIVE SERVICES [redacted] [redacted]

STATINTL

COMPTROLLER [redacted] [redacted]

STATINTL

GENERAL COUNSEL [redacted]

UNCLASSIFIED **RESTRICTED** CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLAS.) (LOCATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Advisor for Management		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	Dep.Chief, Admin. Serv. Div.	<i>M.R.</i>	12-21-50
2			
3			

APPROVAL       INFORMATION       SIGNATURE  
 ACTION       DIRECT REPLY       RETURN  
 COMMENT       PREPARATION OF REPLY       DISPATCH  
 CONCURRENCE       RECOMMENDATION       FILE

REMARKS: For immediate issuance.

In view of the several revisions already existing to Admin. Inst. [redacted], it is suggested that the entire Admin. Inst. [redacted] be rewritten incorporating these changes.

*M.R.*  
MIN

SECRET    CONFIDENTIAL    RESTRICTED    UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

**RESTRICTED**

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.*Cut stencil*  
*Horn*DRAFT  
21 December 1950

20 January 1951

ADMINISTRATIVE INSTRUCTION  
NO: 

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Administrative Instruction  dated 6 January 1950, is amended as follows:

1. Paragraph 1.b.(1) is hereby amended as follows:
  - (1) Travel orders will be issued by the Transportation Branch, Administrative Services Division, except as otherwise stated.  
*Over*
2. Paragraph 1.c.(1) is amended as follows:
  - (1) Requests for travel orders, or amendments thereto, other than those issued by the Chiefs of Missions, shall be prepared in duplicate. Both copies will be routed to the Transportation Branch, Administrative Services Division, through:  
*Office*
3. Paragraph 1.c.(1), sections (b) and (c) are rescinded and the following substituted:
  - (b) Chief, Personnel Branch, in cases involving permanent change of station or travel to first post of duty abroad.
  - (c) Chief, Administrative Services, when a request includes overseas transportation of automobile.
4. Paragraph 1.c.(2) is amended as follows:
  - (2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Transportation Branch, Administrative Services Division, at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.
5. Paragraph 1.c.(3) is amended as follows:
  - (3) The Transportation Branch, upon recommendation of the Chief, Administrative Services, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

**RESTRICTED***DEC 22 1950*

**RESTRICTED**

6. Paragraph 1.d.(3) is amended as follows:

(3) Issue necessary travel orders and verify that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

7. Paragraph 1.e. is amended as follows:

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Transportation Branch, Administrative Services Division, the Military Personnel Branch, Personnel Division, will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Branch, Finance Division.

OK

Officer

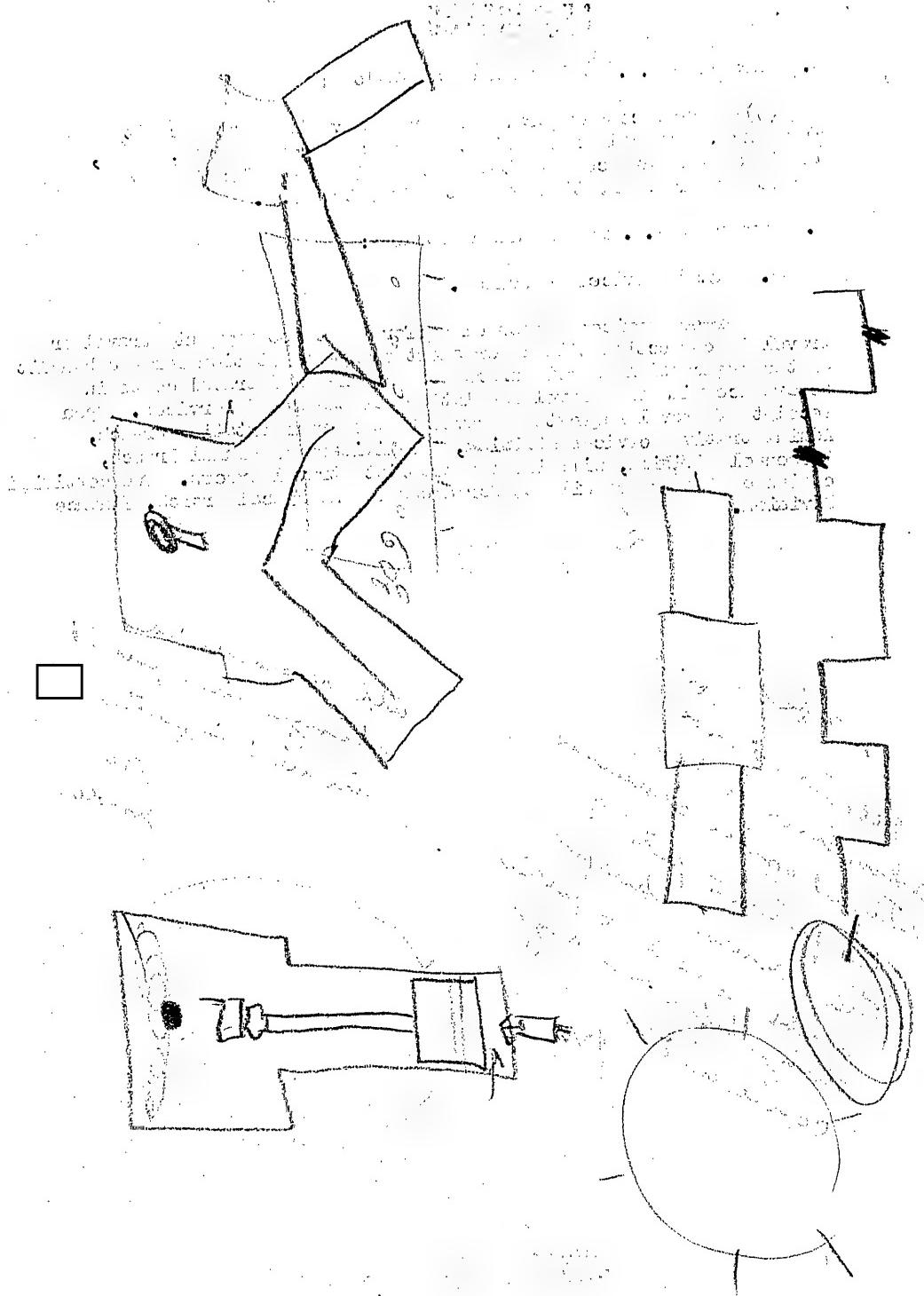
STATINTL

STATINTL

v 7 Dec  
[ ] advised  
advis [ ] with her  
notified officer concerned  
of the pertinent parts of  
this memo. Therefore  
maybe no need to furnish  
change before new reg  
comes out per

all recommended  
changes incorporated  
in new regulation [ ]  
for  
16 Dec.

**RESTRICTED**



STATINTL

RESTRICTED

*Registry*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

23 January 1951

SUBJ/MCT: Travel, Allowances, and Related Expenses

STATINTL

Pending revision of Administrative Instruction [REDACTED] dated 6 January 1950, that portion of the Instruction concerning the issuance of travel orders is hereby amended to provide:

- a. Transportation Division, Administrative Services Office, instead of the Fiscal Division, will issue all travel orders and amendments thereto.
- b. Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in duplicate. Both copies will be submitted through proper channels to the Transportation Division, Administrative Services Office.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
MURRAY McCONNELL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

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STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

23 January 1951

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Pending revision of Administrative Instruction [redacted] dated 6 January 1950, that portion of the Instruction concerning the issuance of travel orders is hereby amended to provide:

- a. Transportation Division, Administrative Services Office, instead of the Fiscal Division, will issue all travel orders and amendments thereto.
- b. Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in duplicate. Both copies will be submitted through proper channels to the Transportation Division, Administrative Services Office.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
MURRAY MCCONNELL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

25X1

TO		DATE
1	<i>Advisor for Mgmt</i>	<i>2/19</i>
2	<i>Morgan</i>	
3		
4		
5		
FROM	INITIALS	DATE
1	<i>ADD/A</i>	<i>St/g 15 Feb</i>
2		
3		

APPROVAL       INFORMATION       SIGNATURE  
 ACTION       DIRECT REPLY       RETURN  
 COMMENT       PREPARATION OF REPLY       DISPATCH  
 CONCURRENCE       RECOMMENDATION       FILE

REMARKS:

SECRET    CONFIDENTIAL    RESTRICTED    UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

25X1

TRANSMITTAL SLIP

*14 Feb 57*

TO: A-ODD/AGC  
*DD/A*

BUILDING      ROOM NO.

REMARKS:  
*Requisitioned by OSA. Concerned  
in by Admin Services and  
General Counsel.  
Do you wish to clear  
with DD/P?*  
*Purpose is to permit Station  
chiefs abroad to issue travel orders,  
after clearance with Div Chiefs in  
Washington, to visit other areas.*

FROM: *103*

BUILDING      ROOM NO.      EXTENSION

FORM NO. 36-B  
SEP 1946

UNCLASSIFIED	RESTRICTED	<b>CONFIDENTIAL</b>	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	General Counsel	MM	26 Jan 51
2	Dep. Dir. for Administration	ME	27 Jan
3	General Counsel	MM	6 Feb.
4	DO for Chief, Admin Services	PP	2/9/51
5	DD/A		
FROM		INITIALS	DATE
1	Chief, Administrative Services	MJW	24 Jan 51
2			
3			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input checked="" type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE			
<b>REMARKS:</b> No legal objection <i>KP</i>			
<i>Conseal to prepare new regulation for signature</i> <i>Conseal is attached</i>			
SECRET	<b>CONFIDENTIAL</b>	RESTRI	
FORM NO. 30-4 SEP 1947			

UNCLASSIFIED	RESTRICTED	<b>CONFIDENTIAL</b>	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	DD (Plans)	MM	14 Feb.
2	DD (Admin)	MM	
3			
4			
5			
FROM		INITIALS	DATE
1	DD (Admin)	MW	14 Feb
2			
3			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE			
<b>REMARKS:</b> <ol style="list-style-type: none"> <li>1. For comment or concurrence.</li> </ol> <p><i>Conseal</i></p>			
SECRET	<b>CONFIDENTIAL</b>	RESTRI	UNCLASSIFIED
FORM NO. 30-4 SEP 1947			

25X1

STATINTL

STATINTL

Next 3 Page(s) In Document Denied

LS-289

CONFIDENTIAL

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration

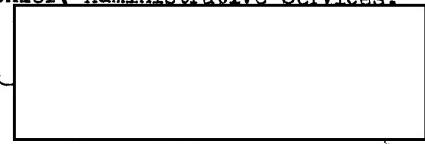
DATE: 24 January 1951

FROM : Chief, Administrative Services

SUBJECT: Amendment of Paragraph G of Delegation of Authority  
dated 1 December 1950.REFERENCES: Memorandum from Executive Officer, Special Operations, dated  
4 January 1951, to Chief, Administrative Services, subject,  
"Travel Orders for Field Travel".Memorandum from Chief, Transportation Branch, Administrative  
Services, dated 12 January 1951, to Chief, Administrative  
Services, subject, "Issuance of Overseas Travel Orders by  
Chiefs of Field Stations".

In view of the facts stated in the above referenced memorandums, it is recommended that paragraph G of the Delegation of Authority dated 1 December 1950 be amended to delete the words "within the theater" and that the extended authority thereby granted to chiefs of missions and of independent stations be exercised subject to the limitations set forth in paragraph 4 of the memorandum dated 12 January 1951 from the Chief, Transportation Branch to the Deputy Chief, Administrative Services.

25X11A



W. L. PEEL

Atts: Referenced  
Memos

25X11A  
[REDACTED]  
[REDACTED]

RECEIVED

Concurred in:

General Counsel

Date

CONFIDENTIAL

**CONFIDENTIAL**

1.5226 W

4 January 1951

MEMORANDUM FOR: CHIEF, ADMINISTRATIVE SERVICES

SUBJECT: Travel Orders for Field Travel

1. Reference is made to your memorandum dated 22 December 1950 regarding the issuance of travel orders.

2. In connection with the new procedure, we would like to point out that a cause of considerable confusion and retroactive action is the present limitation upon the chiefs of foreign field stations permitting them to authorize only travel within an "operational area," generally defined as the country to which assigned. The problem stems from the unavoidable delay in communications. For example, it is not uncommon that a simple exchange of correspondence with a field station in Europe may require from thirty to sixty days.

3. For this reason, we now recommend a further delegation from your office which will permit this office to issue appropriate instructions to chiefs of field stations permitting them to authorize travel without regard to area limitation, but within appropriate operational controls. Such operational controls will require that chiefs of field stations obtain clearance by brief cable from the appropriate branch chiefs in Washington.

4. This authority is intended only for special temporary duty missions to other operational areas and does not contemplate travel to or from the United States or Permanent Change of Station travel, which must be approved in advance by headquarters.

25X1A

  
Executive Officer  
Special Operations**CONFIDENTIAL**

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services

DATE: 12 January 1951

FROM : Chief, Transportation Branch

SUBJECT: Issuance of Overseas Travel Orders by Chiefs of Field Stations

Reference: Memorandum from Executive Officer, Special Operations, dated 4 January 1951, to Chief, Administrative Services, subject, Travel Orders for Field Travel

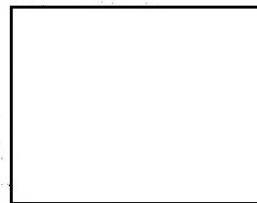
1. The question of the issuance of Travel Orders by Chiefs of foreign field stations has been thoroughly discussed with the Branches concerned, the Comptroller, the Acting Chief, Finance Branch and others concerned.

2. At the present time, the delegation of authority authorizes chiefs of such missions or independent stations to approve temporary duty travel abroad, within the theatre, of civilian employees whose official stations are located within that particular theatre. This has generally been defined as being limited to the country in which the mission or station is located. Investigation developed that there is considerable travel performed between theatres of operation and such travel in the past has been authorized by cable from the controlling branch and in most cases travel was completed prior to the issuance of Travel Orders, which meant that it was just a question of issuing confirmatory Travel Orders after travel had been completed.

3. In order to expedite the movement of temporary duty travel from one field of operation to another and eliminate the necessity of the issuance of confirmatory orders in Washington, it is recommended that paragraph G, of the delegation of authority, dated 1 December 1950, be amended to delete the words "within the theatre", thus authorizing chiefs of field stations and their designees to issue temporary duty orders for employees without regard to limitations.

4. It is understood that such travel will only be authorized after the chiefs of field stations obtain clearances by brief cable from the appropriate branch chiefs in Washington, and that this authority will be used only for special temporary duty missions to other operational areas and will not apply to travel to or from the United States or Permanent Change of Station travel.

25X1A



STATINTL

STATINTL

STATINTL

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25X1

*so see*

This matter was discussed  
at one or two of the meetings  
we had on a.s. [redacted] (Travel).

It was the opinion of the  
coordinating group that this  
list should be left out. The  
people who advise on travel orders  
for foreign trips (Finance & Admin)  
have the latest dope on this  
as well as all other foreign  
allowances and work out the  
details with the proper concern.  
Lately this per diem info has  
been put out by Bureau of Budget  
on change sheets 2 or 3 times per  
year which would require  
us to change this portion of the  
instruction each time.

Recommend we do not  
include in our a.s. Budget Officer  
comms.

*Pm**Mr. A -**12/29*

Will this affect  
our current [redacted]  
on travel = Negd

		<b>TRANSMITTER</b>	LIP
12/13/49			
DATE			
Budget Officer			
NAME	ROOM NO.		
Central	209		
ARKS:			
Please return to Management Staff by 27 December 1949.			
<b>CONFIDENTIAL</b>			
<i>Temporary holding</i>			
IC	ROOM NO.	EXTENSION	
30-0			

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 (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>Management Office</i>		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	<i>Deputy Exec</i>	103	28 Dec
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: To appropriate change  
*To Admin Inst*

~~SECRET~~ CONFIDENTIAL RESTRICTED ~~UNCLASSIFIED~~

FORM NO. 30-4  
 SEP 1947